



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5580.1A CH-2
N09N3
28 Jan 02

OPNAV INSTRUCTION 5580.1A CHANGE TRANSMITTAL 2

From: Chief of Naval Operations

To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: NAVY LAW ENFORCEMENT MANUAL

Encl: (1) Revised Table of Contents
(2) New Appendix E

1. Purpose. To issue Navy security department staffing requirements.
2. Action
 - a. Remove Table of Contents and replace with enclosure (1) of this change transmittal.
 - b. Add enclosure (2) after Appendix D.

DAVID L. BRANT
Special Assistant for Naval
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Distribution:
SNDL Parts 1 and 2



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5580.1A CH-1
N09N3
20 July 2001

OPNAV INSTRUCTION 5580.1A CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: NAVY LAW ENFORCEMENT MANUAL

Encl: Revised pages 3-3 and D-1

1. Purpose. To institute within the Department of Navy revisions to incident report (IR) policy.
2. Action. Remove pages 3-3, D-1 and replace with enclosure (1) of this change transmittal.

DAVID L. BRANT
By direction

Distribution:
SNDL Parts 1 and 2



DEPARTMENT OF THE NAVY
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IN REPLY REFER TO

OPNAVINST 5580.1A
N09N3
26 JULY 2000

OPNAV INSTRUCTION 5580.1A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel assigned)

Subj: NAVY LAW ENFORCEMENT MANUAL

Ref: (a) SECNAVINST 5511.36A

Encl: (1) Navy Law Enforcement Manual

1. Purpose. To detail procedures, provides guidance, and sets forth standards for military and civilian Navy personnel performing law enforcement duties; this instruction is not intended to create any rights, substantive or procedural; it does not place limits on the lawful prerogatives of Navy law enforcement personnel.

This instruction is a substantial revision and should be read in its entirety.

2. Cancellation. OPNAVINST 5580.1.

3. Discussion

a. The commanding officer is responsible for the good order and discipline of the command. Law enforcement personnel assigned to the command's security department must have standardized policies and procedures in order to enforce the law, maintain good order and discipline, investigate offenses, safeguard the rights of all persons, and provide service to the community.

b. The language used is intended to separate recommended measures from required actions. Words which are directive in nature, e.g., will, shall, must, etc., indicate that the measure is mandatory.

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c. The requirements in this instruction apply to Navy law enforcement personnel of host activities providing law enforcement services to their activity, to include tenant activities. Navy law enforcement personnel are composed of officer and enlisted active duty/reserve military members and civilian personnel, either permanently assigned or on temporary additional duty.

d. The provisions of this instruction do not apply to the Naval Criminal Investigative Service.

4. Responsibilities

a. The commanding officer of each ship and station shall implement the law enforcement policies and procedures contained in enclosure (1), as directed by reference (a), and Section 797 of Title 50 U. S. Code.

b. Echelon 2 commanders are responsible for inspecting subordinate commands for compliance with this Manual.

5. Reports and Forms

a. The reports contained in enclosure (1) are exempt from reports control per SECNAVINST 5214.2.B.

b. Forms to be used by Navy security detachments/departments are listed in Appendix B. These are the only forms authorized for use.

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Special Assistant for Naval
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Distribution:
SNDL Parts 1 and 2

Navy
Law Enforcement Manual

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CHAPTER 1

THE SECURITY DEPARTMENT

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CHAPTER 1

THE SECURITY DEPARTMENT

0101. MISSION OF THE SECURITY DEPARTMENT. The security department fulfills not only a law enforcement requirement but is responsible for physical security and loss prevention as well.

a. The objectives of law enforcement are:

- (1) The protection of life and property
- (2) The enforcement of laws and regulations
- (3) The preservation of good order and discipline

b. By attaining these objectives, the security department will maintain a safe environment for command personnel, protect government property, and allow the command to perform its assigned mission.

c. Physical security and loss prevention matters are issued by reference (b).

0102. ORGANIZATION OF THE SECURITY DEPARTMENT

a. The commanding officer has the responsibility for the safety and security of the command. On installations with multiple commands, host/tenant agreements will define the specific responsibilities of law enforcement between the commands.

b. Law enforcement for an installation is the responsibility of the host/regional command. Commanding officers of tenant activities will retain those internal physical security responsibilities unique to their commands. Security officer duties are specified in references (b) and (c).

c. Commands/regions having a law enforcement and physical security mission will consolidate those functions in a single security department. The security department will be under the supervision of a security officer who will generally (though not in all cases) report to the regional commander or commanding officer as appropriate. The security officer is the principal staff officer to the command for law enforcement and physical security matters. For security departments having a total combined strength (military and civilian, including contract security personnel) of 100 or more persons an assistant security officer/operations officer should be considered for assignment to run the

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department's day to day operation. This allows the security officer to be available for command duties, program review and coordination with other base elements.

0103. FACILITIES

a. Due to its universal recognition, the word "Police" will appear on the exterior of the building to direct the public to the police desk.

b. Law enforcement related facilities should be located in an area of the installation that allows for free access by command personnel and others in need of assistance. Individuals with complaints or questions will be met at a "police desk" in a public area of the building. Access to the remainder of the security department facilities will be controlled.

c. In addition to the normal office spaces, the law enforcement facility should contain the following: A reception and waiting area; a police desk; communications area; interview rooms; conference and training area; secure stowage for evidence, weapons, and other valuable property; and a separate entry for employees and for individuals in custody.

0104. STANDARD OPERATING PROCEDURES (SOPS). Each security department will have written SOPS which will address department procedures and implementation of this instruction. Mandatory SOPS are specified in this manual as the subject is addressed.

0105. LAW ENFORCEMENT FUNCTIONS. The following are normal law enforcement functions of a security department:

a. Management. Plan, direct, and administer the security department; apply policies and directives prescribed by higher authority; provide advice and assistance to the commanding officer; review, verify, and approve reports; review and endorse incoming and outgoing correspondence; maintain liaison with other law enforcement authorities and military activities within the geographic area of responsibility; supervise law enforcement personnel; investigate accidents and incidents involving security personnel; establish and maintain command security education and awareness training programs; maintain crime prevention programs.

b. Administration. Process security department correspondence; maintain security files and records system documents; establish personnel recall rosters; maintain training records, equipment, supplies, and forms.

c. Patrol. Maintain protective presence to deter crime; respond to calls for assistance, alarms, and reports of criminal activity; enforce laws, regulations, and directives in areas of command jurisdiction; apprehend and process suspects, enforce traffic regulations; investigate traffic accidents; provide timely response to non-criminal service requests; provide escorts; provide information and assistance to persons in need.

d. Investigations. It is Department of the Navy (DON) policy to maintain cooperative

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working relationships between the Naval Criminal Investigative Service (NCIS) and naval commands/activities in the investigation and prosecution of crimes. Prompt referral of investigations and regular communications are keys to maintaining good working relationships. The security officer, together with the NCIS representative providing service to the command, will establish a case review process.

(1) The command investigator should seek to participate jointly with NCIS, when NCIS has assumed investigative responsibility, and when related to command business.

(2) All cases investigated by the security department will be documented with an Incident Report (IR).

(3) Liaison with other military and civilian law enforcement agencies by the local command will be per reference (d).

(4) Where the regionalization effort has been implemented, the investigative responsibility will fall upon the Regional Supervisory Investigator (RSI) with coordination between the RSI and the Regional Security Officer (RSO). In those instances where conflict between this instruction and the regionalization process should surface, the RSO and RSI must submit the issue to commanding officer for the region for resolution. Chief of Naval Operations (CNO) (N09N) must also be apprised of the issue for continuity of policy. Examples might be the storage of evidence, access to evidence lockers, chain of custody of evidence or carrying of weapons by regional investigators.

e. Special Operations. Conduct specialized law enforcement programs required by location/mission of the command, e.g., wildlife protection, animal control.

0106. AFLOAT LAW ENFORCEMENT

a. This instruction shall apply to masters-at-arms/security personnel aboard ship, except where it is evident that the policies and functions are not applicable to afloat commands. It should be noted, however, that some requirements may apply periodically, e.g., juvenile procedures may apply aboard during Visit Ship, family cruises, stowaways, etc.

b. A security officer (ODC 649X)/security technician (ODC 749X), when assigned, will report to the commanding officer via the executive officer, as discussed

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under reference (c). For ships without a security officer/technician, the Chief Master-at-Arms (CMAA) may be designated as the security officer.

0107. DISSEMINATION OF INFORMATION. Personnel shall treat the business of the security department as "For Official Use Only." Information regarding official business shall be shared only with those for whom it is intended under established security department procedures. The security officer will publish an SOP regarding removal, copying, sharing of official records, and other security department information.

0108. EMPLOYMENT OUTSIDE OF SECURITY DEPARTMENT. Personnel may engage in off-duty employment provided the following conditions are met and the off-duty employment is not otherwise in conflict with prevailing personnel regulations and directives:

- a. Such employment shall not interfere with the individual's duties as a member of the security department.
- b. The security officer shall approve the outside employment in writing, prior to such employment.
- c. The employment must have no hint of conflict of interest, either financially or by authority. Employment as a private investigator or bail bondsmen is prohibited. Employment as a private guard or watchman is allowed, providing there is no conflict with Navy law enforcement duties.
- d. Members of the security department may serve as regular/reserve civilian law enforcement officers so long as such service is in a personal capacity not involving the exercise of military authority, and does not interfere with their regular duties.

0109. TRAINING

- a. The training organization, Phase I, Phase II and in-service training are specified under reference (b). This training is mandatory and personnel will not be authorized to perform law enforcement duties without its satisfactory completion. Roll call is also a good forum for updating policy or conducting awareness training.
- b. To ensure adequacy of training, each security department should have an active field training officer program. In addition, security officers will review training records quarterly to ensure all personnel have received required training and immediately schedule personnel who are delinquent.

c. In addition to training specified in reference (b), law enforcement personnel will receive training in:

(1) crime prevention

(2) community policing.

d. Training available through the various agencies in the local civilian communities should be explored for use.

e. All security department personnel who operate emergency vehicles will receive the Department of Transportation Emergency Vehicle Operator Course (DOT EVOC), from a certified instructor, at least once every 3 years. The DOT EVOC curriculum is available from the Naval Safety Center; Code 42; 375 A Street; Norfolk, VA 23511-4399.

CHAPTER 2

LEGAL ASPECTS

0201. General

0202. Jurisdiction and Authority

0203. Article 31, Uniform Code of Military Justice/Miranda Rights

0204. Search and Seizure

0205. Lineups

0206. Medical Records

0207. Financial Records

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CHAPTER 2

LEGAL ASPECTS

0201. GENERAL

a. The legal aspects of law enforcement are a result of statutes, regulations, and court decisions. Criminal law is in a constant state of change. Every year, military and civilian courts at all levels render decisions which affect police procedures and policies. Within the Department of the Navy, the Office of the Judge Advocate General (JAG) is responsible for reviewing laws, regulations, and court decisions and establishing policies and procedures. Staff Judge Advocates (SJA), Navy Legal Service Offices (NLSOs), and command legal officers will provide specific guidance to security officers on legal matters.

b. Security officers and security department training officers will continually monitor changes to procedures and revise Phase I and Phase II training lesson plans accordingly. In addition, security officers will use roll call training to publish changes as they occur.

0202. JURISDICTION AND AUTHORITY. The jurisdiction and authority of Navy law enforcement specialists is limited. The security officer will prepare Standard Operating Procedures (SOPs) defining the law enforcement jurisdiction of the security department. Included will be persons subject to the authority of the security department, geographic boundaries of jurisdiction, including level, i.e., exclusive, concurrent, or proprietary, and any agreements or understandings with local law enforcement or host nations.

a. Off-base apprehensions. When authorized by a commanding officer or his/her designee in support of a military purpose, Navy law enforcement personnel may apprehend a military member off-base. A suspected military member in civilian attire should first be identified by a civilian law enforcement officer to avoid the unlawful apprehension or detention of a civilian.

b. Naval Criminal Investigative Service (NCIS) jurisdiction includes major criminal offenses and counterintelligence cases. A major criminal offense has been defined as any offense punishable by death or imprisonment for a term exceeding 1 year. An incident in either of these matters requires immediate notification of an NCIS agent before any substantive investigative steps are taken by the command, including interrogations or searches of property unless such steps are necessary to protect life or property or to prevent the destruction of evidence.

(1) In instances where an immediate response by NCIS is not feasible (e.g., vessels underway without assigned agents) commanding officers may conduct such

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preliminary investigations as circumstances dictate, preparatory to a later full investigation by NCIS. NCIS should be immediately notified to facilitate guidance to the command.

(2) NCIS may decline the investigation of some cases. If this should occur, the requesting command will document that the case was declined by NCIS on the IR including the time/date notified, agent notified, and the time/date declined, and the agent declining.

c. NCIS is responsible for liaison with all Federal law enforcement, security, and intelligence agencies, and the primary liaison with State and local agencies in matters of criminal investigation and counterintelligence.

0203. ARTICLE 31, UNIFORM CODE OF MILITARY JUSTICE (UCMJ)/MIRANDA RIGHTS. General guidance on the use of Article 31, UCMJ and Miranda Rights is to be provided in Phase I and Phase II security department training. However, actual application of these rights will be continually monitored by security officers, training officers, and field training officers. The following special provisions apply:

a. Persons under the influence of alcohol/drugs will not be questioned about a criminal matter, except in matters of extreme emergency. Any waiver of rights made by such a person will be questionable. Other information (e.g., personal data) may still be obtained.

b. Juveniles. See Chapter 11 regarding juveniles.

c. Foreign Nationals. In a foreign country where the United States maintains military facilities, a citizen of that country, or another foreign country, may commit an offense against the property of the United States, or against the person or property of members assigned to military forces located at that activity. These suspects are not subject to the laws of the United States. Therefore, if they are interrogated as criminal suspects, they should be warned or advised in accordance with the procedures that control such advice in the country where the base is located. Status of Forces Agreements may also apply. Specific guidance will be obtained from the local SJA.

d. Non-English Speaking Persons and Foreign Visitors. Generally speaking, all people within the United States, whether citizens or not, are subject to the laws of this country. Therefore, with the exception of diplomatic personnel, these individuals should be afforded the same treatment as that given to all U. S. citizens. Any person, whether non-English speaking U. S. citizen or foreign visitors, will not be questioned until their level of understanding of their rights can be fully ascertained. If there is any question, contact the SJA for guidance.

e. Prior Admissions/Cleansing Warnings. Occasionally a situation will occur where a suspect has made incriminating statements to a command representative, or to other police personnel, without a proper Article 31 warning beforehand. When it is suspected that an existing criminal admission was improperly obtained from a suspect, the suspect must be advised that the

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previous admission cannot be used against him/her in a trial by court-martial or other court of law. A "cleansing warning" must be provided to the suspect, (e.g., "I advise you that any prior admissions or other improperly obtained evidence which incriminated you cannot be used against you in a trial by court-martial or other court of law."), as appropriate. This statement will be acknowledged at the bottom of the appropriate rights advisement form. Prior questionable admissions made by a suspect must be completely documented to include particulars about previous warnings. This information will be included in the ROI and any documents pertaining to the report.

0204. SEARCH AND SEIZURE. General information on searches and seizures is found in reference (e). Up-to-date information may be obtained from the SJA or the servicing NLSO. The following are additional guidelines:

a. Command Authorized Searches (probable cause search authorizations)

(1) Prior to issuance of a command authorized search, the Affidavit for Search Authorization (OPNAV 5580/10) will be completed and signed, under oath.

(2) The Command Authorization for Search and Seizure (OPNAV 5580/9) will be prepared for the commanding officer's signature.

(3) In conducting the search, the individual(s) having proprietary interest over the premises should be present. A copy of the signed OPNAV 5580/9 must be given to the individual, and he/she will be given sufficient time to read it. If the individual is also the suspect of the offense, then no questions will be asked without appropriate self-incrimination warnings (this does not include requests for identification). After serving the authorization, it is permissible to ask the individuals present to open locked doors, lockers, etc., providing they are cooperative and not a risk to the safety of security personnel or likely to damage or conceal evidence. If individuals are not cooperative, or refuse to open locks, the locks may be forced open by police in such a manner as to cause the least amount of damage to the property.

(4) Occasionally, a search authorization may be served on an unoccupied premise, vehicle, shipping container, etc. In such situations, a command representative should be present to witness the search. A copy of the authorization will be left with the representative to be delivered to the suspect. Another copy, plus a receipt for property seized, will be left at the premises. It is the security personnel's responsibility to secure the unoccupied premise after the search to prevent theft and vandalism.

(5) Following the search, a receipt for the property seized must be completed and provided to the individual with proprietary interest in the property, along with a copy of the authorization. A signed receipt must then be returned to the commanding officer authorizing the search. The original of the search authorization and affidavit will be retained by the security department conducting the search.

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b. Permissive Search Authorizations

(1) A Permissive Authorization for Search and Seizure (OPNAV 5580/16) will be completed prior to the search. Oral consent authorization may be made in emergency situations, but only with sufficient witnesses present to testify that permission for the search was given voluntarily.

(2) A subject should be advised that the permission to search is voluntary. There should be no further statement made to the individual to imply that if they do not consent, a search warrant will be obtained and the search conducted regardless. Security personnel should record the exact words of a subject and of the person giving the advice in their field notes.

(3) A subject may withdraw consent at any time. If, during the course of a search, a subject states he or she does not want the search to continue, then it must be terminated. Any evidence uncovered to that point may be used to substantiate probable cause, and the matter presented to the commanding officer for a search authorization, if appropriate.

(4) At the completion of the search, a receipt will be given to the subject for any property seized. There is no requirement to provide a copy of the permission authorization form to the subject, although there is no objection to doing so if the subject requests it. The original form will be kept by the security department conducting the search.

c. The last page listing only blocks 1 through block 16 of the Evidence/Property Custody Document (OPNAV 5580/22) will be used as a receipt for property seized.

0205. LINEUPS

a. For the results of a lineup to be admissible in court, the suspect must be viewed with other individuals of the same sex and race, and with other similar physical characteristics and clothing. For lineups of objects (e.g., weapons, photos, etc.) similar rules apply. Lineups, when conducted, will be photographed for later verification that requirements regarding similarity were adhered to.

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b. A suspect does not have the right to refuse to participate in a lineup. However, the suspect does have the right to consult with legal counsel and have legal counsel present during a lineup. The Lineup-Acknowledgment and Waiver of Rights form (OPNAV 5580/5) will be used for a suspect who chooses not to consult with a lawyer or have one present at the lineup. This form is not used when the suspect requests a lawyer.

0206. MEDICAL RECORDS

a. Records of medical treatment obtained at U. S. Naval medical facilities are the property of the U. S. government, and may be obtained by security personnel for investigative purposes if the subject completes the Authority to Release Medical Information and Records (OPNAV 5580/14).

b. In the event the Navy law enforcement officer/investigator cannot get a voluntary waiver from the person whose medical records are sought, it may become necessary to seek a subpoena from a local judicial officer for access to the information held by a non-Department of Defense health care provider.

c. Whenever medical records from naval facilities are requested by local law enforcement officers/investigators, the request must be in writing from that agency.

0207. FINANCIAL RECORDS. A Customer Consent and Authorization for Access to Financial Information form (OPNAV 5580/13) will be completed to gain access to records of banks, credit unions, and other financial institutions. Consultation with the local SJA should be made to ensure compliance with the Right to Financial Privacy Act of 1978.

CHAPTER 3

INCIDENT REPORTS (IRs)

- 0301. Definitions
- 0302. Reporting Requirements
- 0303. Dissemination
- 0304. IR Retention
- 0305. Case Categories to be Forwarded to NCISHQ (Code 28C)
- 0306. Hate/Bias Crime Reporting
- 0307. Victim and Witness Assistance Program

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CHAPTER 3

INCIDENT REPORTS

0301. DEFINITIONS

- a. Criminal complaint - a notification from any source which reports or alleges that a violation of law or regulation has occurred.
- b. Significant incident - any matter which involves police services and requires more than a simple notification. Examples of significant incidents are: fatal or personal injury accidents, other serious injuries, deaths, medical emergencies which required a police response, etc.
- c. National Incident-Based Reporting System (NIBRS) - a computerized system of capturing law enforcement statistics through law enforcement department's input. System is maintained and regulated by the Department of Justice (DOJ).
- d. Defense Incident-Based Reporting System (DIBRS) - a computerized system of law enforcement data collection which, in addition to complying with NIBRS, collects additional data pertaining to Department of Defense related statistics, e.g., offenses occurring on or off installation, military related offenses, victim and witness information, etc. System is maintained and regulated by the Department of Defense (DOD).
- e. Hate Crime - A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, ethnic/national origin group, or sexual orientation group. Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a hate crime because the offender was motivated, in whole or in part, by bias against the group.

0302. REPORTING REQUIREMENTS

- a. Criminal complaints/activities and significant incidents will be reported by OPNAV 5580/1, the Incident Report (IR). This form, whether hard copy or electronically produced, is the only format acceptable for DIBRS crime and incident reporting.
- b. Security officers will direct the preparation of an IR for every criminal complaint or significant incident which is brought to the attention of the security department. Complaints against members of the security department, on or off duty, will also be documented on an IR.
- c. Non-significant incidents, e.g., unsecured doors and windows with no unlawful entry, alarms with no malicious involvement, routine money or personnel escorts, ambulance/fire department runs when no police assistance is required, and stray animal calls, **will not** be reported via DIBRS. These incidents may be recorded on a locally prepared form or the desk

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journal or communications log and retained locally.

d. Matters in the following categories will be reported on the documents indicated, and will not be reported by IR:

(1) Non-significant incidents: DoN Desk Journal (OPNAV 5580/19)

(2) Contact with individuals under suspicious circumstances, but with no immediate indication of criminal activity: Field Interview Card (OPNAV 5580/21)

(3) Impounding abandoned motor vehicles, or voluntary storage of motor vehicles: Vehicle Report (OPNAV 5580/12)

e. An Incident Number will be assigned to each IR prepared by the security department. These numbers will be structured in the following manner:

(1) The first two digits will represent the year, i.e., 00 = 2000, 01 = 2001, etc.

(2) The next five digits represent the Unit Identification Code (UIC) of the reporting security department.

(3) The last five digits represent the sequential number assigned by the security department case control log. In some instances the sequential number may be generated by the on-board computer. For example, an incident number of 000021500013 would represent the 13th reportable incident (00013) recorded by NAS Dallas (UIC-00215) in the year 2000 (00).

0303. DISSEMINATION.

a. The original IR and exhibit(s), if any, that report on investigations under jurisdiction of NCIS shall be forwarded to the NCIS office to which the incident was referred and assumed. If NCIS does not assume jurisdiction, the investigation will be completed by the security department and all original documentation forwarded to NCIS Headquarters upon completion.

b. Continue to send the original paper report of the IR to NCISHQ, until the responsible security departments is capable of electronic transmission of reports. Regardless of the capability of the security department to electronically transmit IRs, all IRs reporting violations referenced in section 0305 shall be mailed to NCISHQ if exhibit(s) is/are included.

c. Copies may be provided to other commands, Staff Judge Advocates, family advocacy personnel, installation housing officers, etc., as appropriate. They may also be disseminated outside the Department of the Navy providing that security officers comply with the provisions of SECNAVINST 5211.5D.

0304. IR RETENTION

a. Copies of IRs will be retained by the initiating security department for a period of 2 years from the date of the incident. Retention of IRs beyond 2 years may be authorized by the security officer or the regional security officer on a case-by-case basis. Any retention of an IR beyond the 2-year limitation must contain a written explanation for the retention, signed by the security officer. IRs stored or archived electronically may be retained for 5 years if the security department has sufficient capacity.

b. The NCIS serves as the centralized repository for law enforcement reports within the DON and as such they maintain reports for periods up to 50 years. Incidents that have been adjudicated or otherwise investigated to the fullest with no apprehension or identification of subjects require that original reports and exhibits be forward to NCISHQ for storage. A report is not to be forwarded until the incident is closed. Reports forwarded to NCISHQ must be complete and contain all exhibits.

c. Disposition guidance for IRs is contained in SECNAVINST 5212.5D, SSIC 5580, paragraph 1.

0305. CASE CATEGORIES TO BE FORWARDED TO NCISHQ (CODE 23C).

Original IRs and exhibits that report violations which fall within the case categories and punitive Articles of the UCMJ specified in Appendix D will be forwarded to NCISHQ.

a. Hard copy reports will include exhibits and disposition of the case. Do not attach command cover sheets. Reports must be legible to ensure clarity during optical imaging.

IRs will be mailed to:

NAVAL CRIMINAL INVESTIGATIVE SERVICE HEADQUARTERS
(CODE 23C)
716 SICARD STREET SE, SUITE 2000
WASHINGTON NAVY YARD DC 20388-5380.

0306. HATE/BIAS CRIME REPORTING. Police officers conducting an investigation which indicates that the offense was committed as a result of hate or bias must report same in the appropriate area of the IR. All hate crimes will be referred to and assumed by NCIS.

0307. VICTIM AND WITNESS ASSISTANCE PROGRAM. The Navy's Victim/Witness Assistance Program requires police officers and investigators to advise crime victims of their rights. These rights are enumerated in references (m) and (n).

a. Ensure that a Form DD 2701, Initial Information for Victims and Witnesses of Crime, is issued appropriately.

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b. Victims/witnesses referred to base investigations or NCIS should have the current telephone number, recommended point of contact and other relevant information completed, in the spaces provided on the form.

c. Indicate on the IR that a DD 2701 was given to the victim or witness. Also indicate total number of DD 2701s issued in the reported incident when there are multiple victims or witnesses.

d. Police officers and investigators should follow local instructions as regards who might be eligible for victim/witness compensation. Not all victims and witnesses will be eligible since state boards set limits on the type of crime, extent of loss and other rules regarding compensation.

CHAPTER 4

USE OF FORCE AND WEAPONS POLICIES

- 0401. General
- 0402. Use of Force
- 0403. Methods of Force
- 0404. Arming Law Enforcement Personnel
- 0405. Weapons Policies
- 0406. Prisoner Handling
- 0407. Detention Cells

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CHAPTER 4

USE OF FORCE AND WEAPONS POLICIES

0401. GENERAL

a. There are varying degrees of force that may be justified in a law enforcement situation depending upon its gravity. The escalation of force must be consistent with the need for the least amount of force required to resolve the situation.

b. Law enforcement/security personnel may only use that level of force necessary to control/stop unlawful resistance, and to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm.

c. Use of force guidelines are applicable in overseas areas to the extent that they satisfy applicable provisions of international agreements or arrangements relating to law enforcement and security matters.

0402. USE OF FORCE. Use of force policies are set forth in reference (g). All Navy law enforcement personnel will have a working knowledge of those policies. Briefings on use of force policies will be given quarterly, acknowledged by signature, and entered in individual training records.

0403. METHODS OF FORCE. Commanding officers must ensure that Naval Security Forces are provided standard law enforcement equipment and trained in its use to ensure that the minimum force necessary is applied. The minimum amount of necessary force will be used in all situations. These methods/means are listed from the least severe to the most severe on the following continuum:

a. Verbal commands. Issued in order to have persons comply with requests in non-threatening situations. This might include asking disputants to separate or asking a subject to produce documents under legitimate circumstances, e.g., drivers license during a routine traffic stop.

b. Physical apprehension and restraint techniques, e.g., come-along holds, take-downs.

c. Handcuffs. To be used for safe custody, for a limited period of time, and for the protection of law enforcement personnel as well as the detainee.

d. Riot Control Agents (RCA) (CS and Oleoresin Capsicum (OC)). RCAs may be used to subdue, in self-defense, or protection of a third party, if circumstances warrant their use.

(1) If RCAs are used, personnel will receive medical attention as soon as possible. A person who has been sprayed will not be released until he/she has been advised of the safety

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measures to be taken, or until medical treatment has been received.

(2) Use of OC Pepper Spray is authorized for use and complies with reference (g). Because it is environmentally safe, biodegradable, and produces rapid physiological reaction in low concentrations, OC spray is now preferred.

(3) Law enforcement personnel will not be issued chemical agents until they have been trained in their use and knowledgeable of safety precautions involved with chemical agents, including necessary medical treatment following its use. Because of the variety of products available, training will be tailored according to manufacturer's recommendations.

e. Police Batons. Police batons may be issued at command discretion provided appropriate training has been provided and documented. Commands should include manufacturers' prescribed training for the side-handled police baton and collapsible baton. It is permissible to provide local training for the standard police baton. Collapsible batons are now preferred for shipboard environment.

f. Military Working Dogs.

g. Other DoD-approved non-lethal weapons may be used.

h. Firearms. No firearms shall be drawn and readied for use unless actual force would be authorized under the circumstances and per established guidelines.

0404. ARMING LAW ENFORCEMENT PERSONNEL. The authority to arm law enforcement and security personnel is vested in the commanding officer by U. S. Navy Regulations, 10 U.S.C. 1585, and reference (h). In exercising this authority, the commanding officer will be guided by the following:

a. No person shall be armed unless qualified in the use of the firearm assigned. Qualification includes satisfying all the firing requirements of reference (h) and receiving a use of force briefing quarterly.

b. Personnel who fail to achieve/maintain the required proficiency may be assigned to duties which do not require the carrying of firearms.

c. Qualified personnel will be issued an Authorization to Carry Firearms form (OPNAV 5512/2), which must be in their possession while carrying a firearm.

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0405. WEAPONS POLICIES

- a. Personal weapons are not authorized to be carried by duty personnel. Only government-owned weapons are permitted to be carried.
- b. Weapons will not be carried off-duty. Weapons will be issued for use on duty and will be stored in an approved security container at security headquarters when not required for duty.
- c. Weapons may be carried off-base by security personnel when in a duty status, such as transporting prisoners, travel between activities, etc. Security supervisors must insure compliance with applicable Federal and local statutes/Status of Forces Agreements.
- d. Only ammunition obtained through the Navy supply system may be used in government-owned weapons. Special ammunition, such as bird-shot, wad-cutters, etc., is strictly prohibited for law enforcement and physical security uses, but may be used by Game Wardens and for training.
- e. The carrying of unloaded weapons by on-duty personnel is prohibited, except for safety reasons while on the firing range or while participating in training exercises.
- f. When weapons are stored, weapons storage facilities will meet the requirements of reference (i).
- g. Fully loaded weapons will be carried, per reference (h). The decision to load weapons on board ships continues to rest with commanding officers based on their evaluation of current conditions.
- h. Shotguns, when carried in a vehicle must be secured in an approved shotgun locking mount, or locked and secured in the patrol vehicle's trunk.

0406. PRISONER HANDLING

- a. Personnel will use the minimum force necessary to apprehend, detain, transport, and process violators.
- b. Persons apprehended will be searched and restrained. When restraining any subject with handcuffs or other devices, the hands will be behind the back unless approved "travel cuffs/waist chains" are used. Handcuffs will be double-locked.
- c. When transporting prisoners in vehicles:
 - (1) Prisoners will be secured in the vehicle by use of seat belts. Offenders will not be handcuffed to any part of the vehicle.

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(2) Law enforcement personnel will not engage in vehicle pursuits, high speed, or erratic driving.

(3) Law enforcement personnel will inspect the prisoner compartments of vehicles for contraband and weapons prior to and after each use, and will search prisoners prior to placing them into a vehicle for transport.

(4) When prisoners or suspects are to be transported by a person of the opposite sex, the driver will notify the dispatcher of the vehicle's mileage before starting the transport, and a record of the time and mileage will be recorded in the Desk Journal. Upon arrival at the destination, the dispatcher will again be notified of the ending mileage, and the time and mileage will be recorded in the Desk Journal. When possible, another patrol officer should ride in the transporting vehicle or follow in a vehicle directly behind.

0407. DETENTION CELLS. The operation of detention cells is the responsibility of the security officer. When a detention cell is available, the following standards will apply:

a. Detention cells must be certified per reference (j), which specifies the requirements for processing of detainees and prisoners.

b. Standard operating procedures will be prepared.

c. Only designated personnel will be allowed into the detention cell area. Personnel working in the area will not be armed with any weapon, including firearms, riot control agents, batons, or other such devices unless in the performance of duties such as during prisoner disturbance.

CHAPTER 5

INVESTIGATIONS

- 0501. Program
- 0502. The Command Investigator
- 0503. Credentials
- 0504. Controlled Substance Investigations
- 0505. Interviews and Interrogations
- 0506. Reports of Investigations
- 0507. Informants
- 0508. Fingerprinting Criminal Suspects

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CHAPTER 5

INVESTIGATIONS

0501. PROGRAM

a. NCIS is responsible for facilitating, managing and establishing policy for the Navy's law enforcement/investigative programs. NCIS will assign special agents as Regional Supervisory Investigators (RSI) or Regional Investigations Coordinators (RIC) by region to provide oversight of the investigative program. This oversight will include, but is not limited to, the training given to command investigators, case review, investigation standardization, investigator screening and/or selection process. RSI personnel will work in concert with appropriate area security directors and/or regional security officers. This team relationship is essential to streamlining investigative operations, professionally accrediting personnel and incorporating base investigators into NCIS tier 3 and some tier 2 cases. The goal of this program is to ensure the Navy operates with a single operational standard.

b. Where appropriate, all NCIS procedures will become standard operating procedures for the investigative units. Command investigators will be limited to those investigations involving the ship, station or region to which assigned and not assumed by the NCIS after referral. All other investigations must be approved by the security officer and/or the RSI/RIC.

0502. THE COMMAND INVESTIGATOR.

a. Command investigators selections must be based on demonstrated professional capabilities, experience and knowledge of legal matters. One of the primary responsibilities of the RSI is to establish and maintain an effective criminal investigative program. This is best achieved through implementing NCIS standard operational procedures and a robust in-service training program.

b. The primary course of instruction for training all non-agent investigative personnel (civilian and military) is via the Army Inter-service Training Review Organization (ITRO) Military Police Investigator course located at Fort Leonard Wood, Mo. The other recognized course of instruction for civilian personnel is via the Federal Law Enforcement Training Center (FLETC), Glynco, GA. Commands, not NCIS, are responsible for this initial training.

c. For in-service training NCIS has developed a 5-day Crime Scene Course of Instruction (COI) and a one week Basic Investigator COI. This in-service training is a substitute for ITRO training courses, but is an additional required course of instruction.

0503. CREDENTIALS.

a. NCIS provides command investigator credentials for all base investigators. Command investigator credentials (OPNAV 5580/26) are issued by the RSI/RIC. Credentials will be serially numbered, and contain the name, description of the bearer (i.e., height, weight, color hair and eyes, sex, and date of birth), a color photograph, and signature of the investigator. Although

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OPNAV 5580/26 does not have blocks for the description and signature block, these items may be typed on the reverse. Credentials will be issued for a period not to exceed 24 months.

b. Credentials will be strictly controlled by serial number. Logs will fully identify the person to whom issued and will record the disposal/destruction of expired credentials. Unused credentials will be securely stored, and will be inventoried annually.

c. Once credentials are issued to an investigator, that person assumes responsibility for its safeguarding. If credentials are lost, the investigator must report this loss immediately to his/her supervisor. Credentials will automatically expire upon transfer from the investigations unit, at which time the badge will be collected and the credentials destroyed.

d. Commands that are not regionalized and require their own investigators will coordinate their investigative efforts with the nearest NCIS office and/or security department. All investigative entities will use applicable NCIS criminal procedures for reports, training, and other investigative protocols.

e. Investigators are often tasked to work off base. Civilian clothing may be authorized for military command investigators. Liabilities associated with working off base vary by location. The local status of forces agreement and applicable laws contain relevant guidance and should be reviewed prior to establishing local SOP/Memorandum of Agreement.

0504. CONTROLLED SUBSTANCE INVESTIGATIONS. Controlled purchases of drugs will be controlled by special agents of the NCIS. Command personnel may assist in drug purchases to the extent requested by NCIS, with the approval of the commanding officer.

0505. INTERVIEWS AND INTERROGATIONS. An Interview/Interrogation Log (OPNAV 5580/7) will be initiated and filled out legibly in ink for every interview/interrogation. The log will be kept in the case file.

0506. REPORTS OF INVESTIGATION (ROI). All cases investigated by the command investigators will be documented with a formal ROI. The format and all supporting documents will be completed using the current NCIS directives.

0507. COOPERATING WITNESSES

a. The use of cooperating witnesses (CW) can be beneficial in successfully completing an investigation. However, use of CWs is to be on a limited case-by-case basis and will be documented by current NCIS procedures and with the approval of the security officer and the area's senior NCIS agent (Judge Advocate General review). Prior to using an individual who is a military member, authorization will be received from the individual's commanding officer. Command authorization is not necessary for civilian employees of the Navy. The authorization will be documented. Only NCIS-trained/certified investigative personnel will handle CWs.

b. The reliability of a source is an important element in determining probable cause for certain actions that may be taken as a result of information provided. In most instances, the information provided by a source will be sufficient confirmation of the source's integrity or truthfulness before a judicial proceeding. An investigator must always be able to attest to the reliability of the sources of information.

c. Informant records will be established, maintained and securely stored at the security department. These files are to be the responsibility of the investigations supervisor. Access to this file will be limited to the security officer, investigations supervisor, and the investigator involved in handling the informant. Others may be granted access only on a strict need-to-know basis.

0508. FINGERPRINTING CRIMINAL SUSPECTS.

a. All military criminal investigative organizations must submit criminal history data, per DODINST 5505.11 of 1 December 1998, to the Federal Bureau Investigation (FBI) Identification Division. The required submissions pertain to all military service members investigated by the military criminal investigative organization for commission of any offense listed below and also in Appendix D of this instruction and who are the subjects of any resultant judicial or non-judicial military proceeding. Judicial and non-judicial proceeding is defined as a court-martial or a non-judicial hearing conducted in accordance with Article 15, UCMJ. Offenses that require submissions are identified in Appendix D.

b. Offender criminal history data records required under this policy will be initiated by preparation and submission of a standard suspect fingerprint card, FBI Form FD 249, to the NCIS Regional Forensic Laboratory (NCISRFL) as described in subparagraph (1) below. The block on the FD 249 for the contributor's ORI and address shall read USNIS0000, NIS, WASH, DC. Correct any FD 249 which has a preprinted contributor's ORI number and address different from above by typing a label with the NCIS ORI number and affixing it over the incorrect address. The card must be filled out in strict accordance with the instruction and be typed or clearly printed. Ensure the block entitled "Local Identification/Reference" is completed with the Incident Number. Submission is required even if charges are reduced to a lesser offense. Submission of the fingerprint cards will not be delayed by pending judicial or non-judicial military proceedings. The fingerprint cards should be submitted upon notification the suspect will be administered judicial or non-judicial punishment by command. Further requirements are addressed in the following sub paragraphs:

(1) The NCISRFL will be responsible for ensuring the print quality is sufficient for acceptance by the FBI for filing. Therefore, two fingerprint cards will be forwarded to the servicing NCISRFL. One card will be input by the NCISRFL into the appropriate regional automated fingerprint record system and one will be forwarded by the NCISRFL to the FBI. If the fingerprints are of insufficient quality, the cards will be returned to the submitting security department to be redone. The NCISRFL will not check for accuracy of information on the cards, only the quality of record prints.

(2) The FBI replaced the FD 249 fingerprint card (Rev. 12-29-82) with a revised card (Rev. 12-1-94). Security departments are to use the latest version card and ensure it has the NCIS ORI in the Contributor's address block. The revised cards can be obtained from the local NCIS office. The Final Disposition Form was also revised from R-80 to R-84. The Final Disposition Form is to be completed and forwarded to the FBI by the security department..

c. If the investigation is referred to and accepted by any other law enforcement agency, including NCIS, that agency will be responsible for submitting the fingerprint cards (FBI Form FD 249) and the Final Disposition Report (FBI/DOJ R-84).

d. The policy of the Navy is to obtain at least two record fingerprint cards and the right four finger impressions on the green Final Disposition report, FBI/DOJ R-84, at the time of interrogation for offenses, per paragraph a. Fingerprints obtained during the interrogation process are maintained in the investigative case file until the command notifies the case responsible investigator that action is pending against the suspect. Once a non-judicial punishment hearing has been held or court-martial charges have been preferred, the two clearest fingerprint cards will be completed and forwarded to the servicing NCISRFL as noted above. If the interrogation is requested from another Navy law enforcement department, the security department will obtain the necessary fingerprint and disposition cards and forward them to the department receiving or who has received the subject for court-martial or non-judicial punishment.

e. At the conclusion of the judicial or non-judicial military proceeding, the security department will report disposition information by means of the Final Disposition Report sent to the servicing NCISRFL as noted above. Disposition information will be filed on the record fingerprint cards if the disposition is known at the time of the submission. Fingerprint cards, disposition forms, and pre-addressed envelopes will be provided at no cost by the FBI via NCISHQ supply department. Security departments should secure the training assistance of NCIS or local police identification units if personnel are not familiar with the process of "rolling" fingerprints on cards.

CHAPTER 6

EVIDENCE CUSTODY PROCEDURES

- 0601. General
- 0602. Responsibilities
- 0603. Evidence Records
- 0604. Evidence Lockers
- 0605. Evidence Submissions
- 0606. Evidence Inventory
- 0607. Transfer and Shipment of Evidence
- 0608. Disposal of Evidence
- 0609. Evidence Disposal Guidelines

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CHAPTER 6

EVIDENCE CUSTODY PROCEDURES

0601. GENERAL

a. It is all Navy law enforcement personnel's responsibility of to take every precaution to preserve the integrity of evidence in its original condition. This means that personnel must enter evidence into the custodial system as soon as possible after its collection, seizure, or surrender.

b. Host activities shall receive and store evidence received from its tenant activities. Tenant activities shall not operate their own evidence lockers unless they have the capacity to do so, i.e., suitable storage containers and a formal agreement with the host activity. Whenever practical the security evidence locker will be combined with the NCIS evidence facility.

c. Whenever a requirement calls for a "disinterested party," that party shall not be assigned to the security/legal departments of any command/tenant activity. The disinterested party will be identified by name, grade/rank/rate, and billet title.

0602. RESPONSIBILITIES

a. The security officer will establish an evidence custody system consisting of:

- (1) An Evidence Custodian, designated in writing
- (2) An Alternate Evidence Custodian, designated in writing
- (3) An evidence locker/room meeting the security construction and locking requirements of this chapter, and
- (4) A bound Evidence Log (OPNAV 5580/24), an Active Evidence Custody File, and a Final Evidence Disposition File.

b. Conduct a complete evidence inventory on relief of the security officer, evidence custodian, alternate evidence custodian, or, in any event, at least semi-annually. In addition, an inventory will be conducted whenever a discrepancy is noted.

c. The evidence custodian (or the alternate evidence custodian in the absence of the primary) will ensure that:

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(1) Evidence is inventoried, tagged, packaged, and marked prior to storage, and that evidence custody documents are properly completed by the person delivering the evidence prior to its acceptance.

(2) That evidence logs and records are properly maintained.

(3) Evidence is disposed of following current Navy and command policies.

0603. EVIDENCE RECORDS

a. Evidence custody records will be composed of a bound evidence log (OPNAV 5580/24), an active evidence custody file, and a final evidence disposition file.

b. The evidence log shall be maintained for a period of 5 years from the date of the last entry. The active evidence custody record shall be maintained as long as there is evidence in custody which has not been officially disposed of. The final evidence disposition file shall be maintained for a period of 5 years after the close of the calendar year covered by the file.

c. Each custody document received by the custodian will be reflected on a separate log book line. The log shall also contain dated entries of all inventories, all changes of security officer, evidence custodian, or alternate, and all changes of lock combinations. Each entry indicating a receipt of evidence by the custodian shall be assigned an evidence log number consisting of two groups of numbers separated by a dash (-); the first set of numbers will be a three digit chronological number of the document for that calendar year, and the second group consisting of the last two digits of that year (e.g., 001-96 for the first evidence custody document for the calendar year 1996). Each entry will be made in black ink on the next blank line and no empty lines will be permitted. In the event an error is made in the entry, the entry will be ruled out with a single line and initialed by the custodian. Erasures or "white out" entries are not authorized.

d. The Active Evidence Custody File shall consist of copies of each Evidence/Property Custody Document (ECD) (OPNAV 5580/22) relating to evidence which has been received by the custodian and which has not been disposed of. This record shall be maintained in one or more loose leaf notebooks, and filed by Evidence Log Number with newer entries being placed on top. This file represents all evidence for which the evidence custodian is responsible.

e. A Final Evidence Disposition File will be maintained on all ECDs relating to evidence which has been disposed of. This file will be kept in the same manner as for the Active Evidence Custody File. When ready for filing, the evidence custodian will complete the final disposition section. The duplicate copies of ECDs will be destroyed. In the event the original ECD is forwarded with the evidence during the final disposition action, the copy in the Active Evidence Custody Record shall be completed as if it were the original and transferred to the Final Evidence Disposition File.

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f. The required evidence custody records shall be stored in the evidence locker to prevent unauthorized access to the files.

g. Only approved OPNAV evidence logs and forms are to be used for evidence custody. If evidence is received from a non-Navy source, an OPNAV evidence custody document will be initiated and the original evidence document will be attached to it.

0604. EVIDENCE LOCKERS.

a. Evidence lockers will be used to safely secure all items of evidence. Lockers will meet the construction and locking criteria specified for "Q" and "R" coded items in reference (b); CAT IV arms, ammunition, and explosives; and classified material in reference (i), specifically:

(1) If only small items of evidence are held they may be stored in GSA-approved security containers. However, if the container weighs less than 750 pounds it will be secured to the floor/wall. Since GSA-approved containers are not allowed to be physically modified in any fashion, containers of less than 750 pounds can be made to meet the weight criteria by adding weight to the inside of the container, or by using straps across the container with the straps bolted to the floor/wall. If straps are used, bolts will be modified to make them non-removable.

(2) Larger items or amounts of evidence will be stored in a vault or strongroom meeting the construction requirements of reference (i).

b. Only GSA Group 1 or Group 1R three tumbler combination locks are approved as locking devices. For evidence stowage, electromagnetic locks are not required. Specifically prohibited are key-operated locks and cipher locks.

c. Temporary evidence stowage containers. Construction and lock requirements do not extend to temporary evidence lockers (drop boxes) provided the drop box is constructed so that evidence cannot be removed without destroying the box or lock; that the box is within the continual sight of the security dispatcher or a security supervisor; the key to the drop box is stored in the regular evidence locker; and that the evidence is not held in this temporary storage for more than 24 hours.

d. All evidence received by a Navy component having an evidence locker shall be stored therein with exceptions of evidence too bulky for storage, evidence of a classified nature that requires special handling (e.g., Sensitive Compartmented Information and Communications Security), perishable items such as food, human/animal parts, items of an unstable chemical/flammable nature, and explosives. These types of evidence may be stored elsewhere, with the prior authorization of the security officer, where restricted physical access to the evidence can be maintained. In any event all such items, unless of an especially bulky nature, shall be wrapped or placed in containers and sealed so that any unauthorized access to the evidence can be detected. Personnel maintaining temporary custody of these items will be briefed on the requirements for secure storage and the probable requirement for them to testify as

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to their custody. Further, they will execute the ECD upon receipt and release of the evidence. The original ECD may be left with the evidence unless the storage conditions might cause its destruction. In this case, a copy may be substituted and the original maintained in the evidence locker.

e. Access to the evidence locker:

(1) Access to the evidence locker will be strictly limited to the evidence custodian. The and alternate evidence custodian . The security officer will be provided the combination to the locker in a sealed Security Container Information envelope (SF 700). Should the security officer gain access to the evidence locker by removing the combination from the envelope, the combination will be changed and a new SF 700 will be provided to the security officer. The reason for the entry by the security officer will be recorded in the bound evidence log on the day it occurs.

(2) Persons other than the evidence custodian, security officer, and alternate evidence custodian may be granted access for official purposes (e.g., assistance visits/inspections). Approved visitors will be entered in a log showing the date of the visit, time, identity of the visitor, office or official capacity of the visitor, and reason for the entry into the locker.

f. In no event will lost and found, supply/cleaning gear, or any other non-evidentiary items be placed in the evidence locker.

0605. EVIDENCE SUBMISSION

a. When any person submits evidence to the evidence custodian, it shall be properly tagged, and if appropriate, placed in a suitable container. The original and two copies of the ECD will be securely attached to the evidence or its container. The original and copies of the ECD and the interleaved carbon paper will be separated only by the custodian accepting the evidence. The original and all copies of the ECD shall be signed by the evidence custodian in the appropriate block acknowledging receipt of the evidence. The original ECD shall remain physically attached to the evidence, the first copy shall be placed in the Active Evidence Custody File and the second shall be returned to the person submitting the evidence. When the evidence is turned into a temporary depository (drop box) the ECD shall be signed by the person depositing the item in the "Released by" column, and shall enter the name or number of the depository in the "Received by" column. When the seizing person is also the evidence custodian, he/she will also complete the "released by" column on the ECD to show release by the seizing person and receipt into the evidence custody system. When any evidence is checked out of the evidence locker for whatever purpose prior to its final disposition, a copy of the ECD shall be maintained in the evidence locker in the Active Evidence Custody File. In the event that the original is lost or destroyed, a copy may be used in its place.

b. All evidence being submitted shall be carefully examined and counted/weighed by the accepting custodian. Any items entered which are later found not having evidentiary value

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should be promptly returned or disposed of following the directions of the commanding officer, security officer, or legal officer. If there is any doubt as to the value of the evidence, advice should be sought from the servicing Navy Legal Service Office.

c. When pills/capsules are entered into the evidence locker, they will be both counted and weighed.

0606. EVIDENCE INVENTORY

a. When evidence is first received into custody the receiving party must first inventory the evidence personally. Subsequently, when evidence is transferred between parties, the evidence must be verified.

b. The contents of each evidence locker shall be inventoried semi-annually. An inventory shall also take place on the occasion of the relief of the evidence custodian/alternate evidence custodian, or the security officer, and upon loss or suspected loss of evidence or when a breach of security is known/suspected. If the inventory required for the replacement of the evidence custodian/alternate occurs within 2 months of the regularly scheduled semi-annual inventory, it may be substituted for that inventory.

c. Inventories shall be accomplished by the evidence custodian, the security officer, and a disinterested third party. Additionally, if the inventory is required by the relief of the custodian, it shall be conducted by the incumbent and the relieving custodian.

d. The inventory required by this instruction shall, at a minimum consist of a reconciliation of the Evidence Log against the Active Evidence Custody Record and a visual accounting of each item for which there is a log entry without final disposition and an ECD in the Final Evidence Disposition File. The only exception to this sighting requirement shall be evidence which has been temporarily transferred to another activity. Evidence which is stored outside the command evidence locker because of its bulk, classification/other special nature, and shall be sighted at each inventory, as it is not considered to have been temporarily transferred.

e. When the inventory is completed, an entry shall be made in the evidence log reflecting the reason for the inventory, who inventory was conducted by, and the results. Participating individuals will sign the log above their name and billet title. If the inventory was because of the relief of a participant, the log entry shall also reflect that all combinations were changed. Any discrepancies found shall be immediately reported, in writing, by the security officer to the commanding officer. The security officer shall then cause the discrepancy to be fully investigated and will make a final report on the discrepancy, its suspected cause, and actions taken or recommended.

f. At commands with large amounts of active evidence, the signing of the Evidence Log by both the incoming and outgoing evidence custodians attesting to the fact that they have completed a visual sighting of each item and have found no discrepancies will complete the

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transfer of evidence. This negates the need to record the transfer of evidence between evidence custodians on each and every active ECD within the system. However, where holdings are small, completing the ECD is still the preferred method of transferring evidence.

g. Sometime prior to the semi-annual inventory of evidence, the evidence custodian will review the Active Evidence Custody File with the security officer in order to identify what evidence may be logically considered for disposal.

h. During inspections, the inspector(s) may conduct a review of evidence custody procedures by reviewing selected items of evidence, the associated documentation, and a sample number of final disposal actions. This will not be considered as a substitute for required inventories.

0607. TRANSFER AND SHIPMENT OF EVIDENCE

a. Temporary Transfer. When it is necessary to transfer evidence to another agency on a temporary basis the original ECD will accompany the evidence. The evidence custodian, prior to the release of the evidence, will sign the original and duplicate ECD. The duplicate will be retained in the Active Evidence Custody File. Those persons handling the evidence prior to its return to the evidence custodian will complete the appropriate blocks in the accompanying original ECD. A receipt must be obtained from the receiving agency. In the event that only part of the evidence will be temporarily transferred, the original ECD will accompany that part with appropriate notations in the item column to the left of the transferring signature. A duplicate of the original ECD will be reproduced and attached to the balance of the evidence maintained in the evidence locker. Upon return of the original ECD, the duplicate may be destroyed.

b. Permanent Transfer. In the event that it is necessary to transfer evidence permanently to another agency, the original ECD will accompany the evidence and will be signed out of the evidence locker by the custodian. The duplicate copy in the Active Evidence Custody Record will be executed by the evidence custodian, and the final disposition portion will be completed by the agency representative receiving the evidence. The appropriate disposition entry will also be made in the bound evidence log. The duplicate copy will then be filed in the Final Evidence Disposition File. In the event that the receiving agency does not accept all the evidence listed on the ECD, the original form will be retained with the balance of the evidence in the evidence locker. The agency representative shall receipt for that portion of the evidence taken by an appropriate entry on the form, and shall be provided a copy of the original form. The final disposition of the evidence will not be entered in the bound evidence log until all evidence listed in the ECD has been disposed of.

c. Transfer to other naval commands. When evidence is transferred to another naval command, the original ECD will be transmitted with the evidence. In the event that only part of the evidence is transferred, the original will be forwarded and a copy attached to the balance. If it is known prior to transfer that part of the evidence will not be needed, the original ECD will be retained and a copy forwarded with the evidence. The command receiving the evidence will

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continue to use the custody document attached to the evidence. The item(s) of evidence will be logged the same as any others including the assignment of a new evidence log number. The entry in the bound evidence log will show the new number followed by the log number (in parentheses) of the originating component, [e.g., 085-94 (244-95)]. The new number will also be placed on the ECD just above the original number. The receiving component will then reproduce a copy of the ECD and place it in its Active Evidence Custody File. The component which transferred the evidence (if all its evidence was in fact transferred) will remove its copy of the ECD from its active file, appropriately annotate the disposition portion, and place the document in the Final Evidence Disposition File.

d. Transfer by mail. Whenever possible, transferred evidence will be hand delivered. Evidence which is to be mailed must, in all cases, be registered and a return receipt requested. The registered mail receipt and the return receipt will be stapled to the ECD in the Active Evidence Custody File. If the transfer is permanent, the receipts will become a permanent part of the system by inclusion in the final disposition file with the document. When evidence is prepared for mailing, it will be double-wrapped with the inner wrapping marked to indicate the presence of evidence. The package must be specifically addressed to the evidence custodian.

0608. DISPOSAL OF EVIDENCE.

a. Approval for the disposal of evidence shall be requested in writing to the commanding officer. Authority, if given, will be indicated by endorsement.

b. Evidence which was used in any courts-martial action shall not normally be disposed of until the trial and subsequent appeals have been completed. Authorization for disposal must be obtained from the trial counsel handling the trial, or the judge advocate of the next senior in command if on appeal. If the evidence was used in federal, state, or other civilian court, the authorization must be obtained from the appropriate prosecuting attorney prior to disposal. When authorization for disposal is received, the evidence custodian shall complete the final disposition section of the ECD by recording the name and title of the person authorizing the disposal.

c. Any evidence which was used in any administrative process shall not be released until all appeals or reviews of the initial action are completed. Prior to disposal of such evidence, authorization shall be obtained from the judge advocate or command legal officer of the command which has cognizance over the person against whom the action was taken. In the event of their absence, their counterparts at the next senior command should be contacted. When authorization is received, the evidence custodian shall complete the final disposition section of the ECD indicating the name and title of the person authorizing the disposal.

d. Any evidence which is entered in the evidence system and which is not used in judicial or administrative action may be disposed of after a period of 6 months, or sooner if it becomes obvious that it has no evidentiary value whatsoever, or if early disposal is directed by the

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commanding officer or staff judge advocate. Extreme care must be taken in early disposal since the original incident may later indicate that the evidence should have been retained.

e. In significant unresolved cases evidence should be retained until expiration of the statute of limitations. Such disposal may be authorized by the security officer after consulting with the requestor and the staff judge advocate. In such cases, the evidence custodian will complete the final disposition section of the ECD showing the security officer as the authorizing official.

f. Active evidence belonging to ships, stations, or units scheduled for decommissioning or closure will be transferred to the nearest active evidence locker, as specified by the area commander/coordinator, type commander, or Echelon 2 commander. Prior to the transfer, all evidence which can be reasonably disposed of will be cleared from the locker and appropriate ECD entries made.

0609. EVIDENCE DISPOSAL GUIDELINES

a. Evidence which is the personal property of an individual shall, whenever possible, be returned to that person, with the exception of contraband/other unlawful items. When personal property is returned to the owner or his/her authorized representative, the individual receiving the property shall be required to sign in the disposition section of the original ECD (or copy, if the original is absent). If the owner/representative presents a property receipt when making the claim, the receipt shall be obtained and destroyed. In the event that the owner refuses to accept all the property seized, this shall be noted on the ECD, and other appropriate disposal shall be made of the property. In the event certain personal property, the possession of which is not generally unlawful but is prohibited by command or installation orders, is entered into the evidence custody system, the property shall be returned to the command having control over the individual from whom it was obtained when it has served its purpose. It shall be necessary for that command to receipt for the property and make a determination as to its disposition.

b. When evidence has been received which is the custodial responsibility of the authority requesting the investigation, it shall be returned to the requestor's representative and that person shall be required to receipt for it in the final disposition section of the ECD.

c. All U. S. government property which cannot be identified as belonging to a particular activity or command shall be submitted to the activity supply department or the nearest Navy supply activity. In addition to any documentation required by the receiving activity, the activity's representative shall receipt for the material in the final disposition section of the ECD. In the event that the activity declines to receipt for the property on the ECD, a suitable receipting document shall be obtained and attached to the ECD.

d. U. S. government currency/negotiable instruments, which cannot be returned to a rightful owner shall be turned in to the U. S. Treasury via the activity disbursing officer.

e. Final disposition on government owned weapons will be in accordance with and comply with reference (i).

f. Evidence which cannot be returned to the owner/entered into the Navy supply system for disposal, such as drugs, illegal firearms, or other contraband, shall be destroyed. Such destruction shall be accomplished by or in the presence of the evidence custodian/alternate and a disinterested party, both of whom shall sign the final disposition section of the ECD.

g. Under no circumstance will any evidence be converted for use by a Navy component or for the personal use of any individual within/without the Department of the Navy. Releasing controlled substance evidence for use as training aids to Navy drug detector dog teams or for the purpose of "controlled burns" or making a training aid display boards is not authorized.

CHAPTER 7
COMMUNICATIONS

- 0701. General
- 0702. Radio Communications
- 0703. Wire and Oral Communication Intercepts
- 0704. Standard Navy 10-Code and Response Codes

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CHAPTER 7

COMMUNICATIONS

0701. GENERAL. General communications requirements are contained in reference (b).

0702. RADIO COMMUNICATIONS.

a. Radio will be the primary means of communications between the dispatcher and field personnel.

b. Access to the security department communications areas will be strictly controlled and protected to the maximum extent possible.

c. The role of the dispatcher is an important one. Without a trained, qualified dispatcher, police communications can be crippled. Security department dispatchers will be specifically trained in their duties, with formal commercial or police training highly recommended.

d. Communications policies:

(1) Security departments must have radio communication practices that are standard from base to base, and are compatible with most other law enforcement agencies. Personnel transferring within the security field will not be required to learn a new radio code with each transfer.

(2) All security departments will use plain language transmissions, with an abbreviated 10-Code. The codes specified in section 7-4 will be the standard 10-Code for the security department.

(3) The standard phonetic alphabet will be used for clarity and standardization.

0703. WIRE AND ORAL COMMUNICATION INTERCEPTS.

a. Recording an interview or interrogation electronically is acceptable and encouraged, provided the subject is aware of the recording. If the interview or interrogation is to be recorded, ensure the subject openly acknowledges the recording. This can be done in writing or verbally on the recording itself.

b. The Naval Criminal Investigative Service is designated as the only Department of the Navy (DON) component authorized to conduct communication interceptions for law enforcement purposes. No other DON command may conduct such intercepts.

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0704. STANDARD 10-CODE AND RESPONSE CODES

a. Standard 10-Code:

10-4 Acknowledged

10-6 Busy on assignment

10-7 Out of service

10-8 In service

10-9 Repeat

10-15 Prisoner in custody

10-19 Return to station

10-20 What is your location?

10-28 Registration or drivers license check

10-29 Check for wanted

10-38 Traffic stop

999 Need help - emergency.

b. Response Codes:

Code 1 - Routine response

Code 2 - Urgent response, without siren and lights

Code 3 - Emergency response, with siren and lights

Code 4 - No further assistance required.

CHAPTER 8

EMERGENCY VEHICLE POLICIES

- 0801. Authorized Emergency Vehicle Policies
- 0802. Inspection of Vehicles
- 0803. Emergency Response Policies
- 0804. Bicycle Patrols

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CHAPTER 8

EMERGENCY VEHICLE POLICIES

0801. AUTHORIZED EMERGENCY VEHICLE (AEV) POLICIES

- a. A security department vehicle shall be considered an AEV when it is equipped with approved warning lights and an approved siren.
- b. AEVs operated on naval installations in the United States will conform to the emergency lighting requirements of the local state code. As a general policy, emergency lighting on AEVs will be mounted on the roof of the vehicle with any additional operational lights mounted on fenders, grills, etc. Security officers may authorize certain vehicles to have lights inside of the vehicle on the dashboard or rear deck.
- c. Vehicles operated on Navy installations in foreign countries will use flashing red or red/blue combination lights as determined by local requirements.
- d. AEVs will have a siren installed in conformance with local laws and codes. The siren control shall be installed near/in combination with the vehicle's radio, and shall be placed in a location which allows the driver to safely reach it while driving and wearing a seat belt. Exceptions may be made only for unmarked vehicles where concealment of the radio and siren is required.
- e. AEVs will be equipped with seat and shoulder belts which must be used whenever the vehicle is in motion.
- f. In addition to the AEV equipment required by reference (b), each AEV will carry a fire extinguisher, first aid kit, and highway warning signals (flares/reflective warning devices).

0802. INSPECTION OF VEHICLES

- a. All AEVs will be maintained in a peak, safe operating condition. Each AEV shall be inspected at 6-month intervals. Inspections shall be done by qualified personnel who will, at a minimum, check the following:
 - (1) Steering system - For any worn or loose parts and for proper adjustment.
 - (2) Brakes - For adequate lining and adjustment.
 - (3) Tires - For wear and alignment. (Retreaded tires will not be used).
 - (4) Seat belts - For proper operation and wear.
 - (5) Shock absorbers - For wear and alignment.

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(6) All driving/running lights - Operating properly.

(7) Emergency lights and sirens - Functioning properly.

b. AEVs will be checked prior to the start of each patrol using a checklist developed by the security officer. In the event items of a safety nature (such as defrosters, wipers, brakes, etc.) are not functioning properly, the vehicle shall not be used as an AEV until repairs have been accomplished.

c. The security department shall maintain a record of each semi-annual safety inspection on each AEV. These records shall include the date of the inspection, agency performing the inspection, and results. In the event unsafe conditions are found, a record of the corrective action, by whom accomplished, and date accomplished will be recorded.

0803. EMERGENCY RESPONSE POLICIES.

a. Definition. Emergency response is the rapid movement of police personnel in reaction to a serious incident. AEV response generally involves the following factors:

(1) The use of flashing/steady burning warning lights on the moving police vehicle.

(2) The use of an audible siren on the moving police vehicle.

(3) Operation of the police vehicle in excess of the posted speed limit. Emergency vehicle response is necessary in only two types of situations: (1) where there is a need to have police personnel at the scene of a serious incident faster than they could arrive without emergency response, and (2) when it is necessary to pursue an individual suspected of violating the law. Emergency vehicle response will be authorized only in those situations set forth in this section, and only when the safety of everyone involved has been considered.

b. Emergency equipment may be used in certain non-emergency situations, e.g., traffic stops, to warn of hazards, accidents, disabled vehicles, funeral escorts, traffic escorts, etc.

c. The use of an emergency vehicle to lead a non-emergency vehicle on the roadway under emergency conditions is prohibited. This situation often occurs when a motorist is transporting a sick or injured person and seeks police assistance. Police personnel should either call for medical assistance at the scene, transport the person in the police vehicle, or provide a non-emergency escort, as appropriate.

d. Emergency vehicle operation:

(1) The person initiating the emergency movement of the AEV will immediately broadcast that fact as soon as possible, and indicate the location, direction of travel, description of the vehicle and occupants, reason for the pursuit, changes of location and direction of travel during the pursuit, and location at the time the pursuit is terminated.

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(2) The patrol or shift supervisor may alter or terminate the emergency response of a patrol unit.

(3) Police personnel may violate traffic laws while operating AEVs when it is absolutely necessary, and when emergency lights and siren are engaged. Any driver of an AEV becoming involved in an accident while violating the law, even under emergency conditions, may be held accountable.

(4) Security department personnel operating unmarked vehicles may engage in pursuit only when the fleeing vehicle represents an immediate and direct threat to life or property. Whenever a marked vehicle becomes available to take over the pursuit, the unmarked vehicle will withdraw.

(5) Unless otherwise directed by the shift or patrol supervisor, no more than two patrol vehicles will become actively involved in a pursuit. Other patrolmen should be alert to the pursuit progress and locations.

(6) Patrolmen will not attempt to halt a suspect vehicle in a pursuit by striking the suspect's vehicle with the patrol vehicle.

(7) Navy law enforcement personnel are not authorized to engage in high speed pursuit off-base. In situations where a suspect refuses to stop on-base, personnel should alert the gate(s) via radio. Also have the dispatcher notify civilian law enforcement authorities, giving them a description of the vehicle and the nature of charges suspected. It is permissible, in instances of serious crimes committed on-base, for Navy law enforcement personnel to continue following the subject vehicle off-base providing they comply with all traffic laws and regulations and, furthermore, there is a command policy authorizing personnel to do so. Policies will be specified in a standard operating procedure (SOP); the SOP will be reviewed and approved by a judge advocate general.

0804. BICYCLE PATROLS. Bicycles may be used at the discretion of the command. If bicycles are used, the following minimum standards will apply:

a. Bicycles will be of the mountain/off-road or hybrid type. The bicycle will be clearly marked "Police" in a prominent fashion. The bicycles will be equipped with quick-release clips on the wheels and seat post.

b. Bicycle equipment will include safety gear required for new bicycles (brakes and reflectors), and will include front and rear lights (to be used during all periods of reduced lighting), a rear rack, and a rack bag and/or panniers to carry administrative items, baton, flashlight(s), and foul weather gear. Equipment to be carried will include:

(1) First aid kit.

(2) Bicycle repair kit (to include tools of the types and sizes necessary for that

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particular bicycle), a tire patching kit and/or one spare tube, tire pump, and a tire air gauge.

(3) At least one water bottle rack with water bottle.

(4) If pedal foot retainers are attached, they will be of the clipless variety.

c. Personnel assigned as bicycle patrolmen will be:

(1) Experienced in on and off-road bicycling, and capable of handling equipment repairs which could be expected to occur. Formal training will be provided, if locally available.

(2) Physically capable of riding the bicycle in the type terrain present at the command. Because of conditioning required, persons not qualifying in the past Physical Readiness Test will not be assigned as bicycle patrolmen until minimum physical standards are achieved.

(3) Equipped with an American Standard Testing Methods/American National Standards Institute-approved bicycle helmet, shatter-resistant bicycle glasses (clear and shaded lenses), padded gloves (regular or finger less), and padded shorts (or padded long-pants for colder weather). Other shorts/pants may be issued to be worn over the padded shorts, if desired. Footwear may be of the "gym-shoe" variety or of the "hiking boot" type to protect against ankle injuries.

(4) Patrolmen will be issued a portable radio capable of being carried on the belt.

CHAPTER 9

TRAFFIC, VISITOR CONTROL AND IMPOUNDING VEHICLES

- 0901. General
- 0902. Radar Policies
- 0903. Issuance of Traffic Tickets
- 0904. Intoxicated Drivers
- 0905. Traffic Accidents
- 0906. Decals and Visitor Passes
- 0907. Impounded Vehicles

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CHAPTER 9

TRAFFIC, VISITOR CONTROL, AND IMPOUNDING VEHICLES

0901. GENERAL. Development of traffic policies will be geared toward efficiency, safety, and service to the public. The primary purpose of these policies will be to regulate traffic flow, reduce traffic accidents, and make streets safer for drivers and pedestrians.

0902. RADAR POLICIES

a. Each RADAR unit will be tested at least annually at a precision measurement agency or laboratory. Records of the maintenance, calibration, and repair of RADAR units will be retained for 2 years.

b. An external test for accuracy of each unit's operation must be conducted before the unit is placed in operation. If a test is conducted after each violation, it should be recorded on the file copy of the traffic ticket (serial number of the tuning fork and results of the test). Damaged tuning forks which do not give an accurate frequency reading must be replaced.

c. Operators must demonstrate proficiency with RADAR equipment. Training programs must take into consideration local, legal, and certification requirements. In addition, hands-on training in the field and a reasonable period of practice will be conducted under the guidance of a field training officer before an operator is allowed to issue a traffic ticket.

0903. ISSUANCE OF TRAFFIC TICKETS

a. Each security officer will develop standard operating procedures (SOPs) regarding traffic control and the issuance of traffic tickets. The SOPs will include use of RADAR, traffic stop procedures, issuance of traffic tickets, distribution of the tickets, and traffic court appearance requirements. Only U. S. Armed Forces/U. S. magistrate tickets (DD 1408 and 1805) will be issued.

b. Only the U. S. Magistrate or commanding officer of the installation (depending on the type ticket issued) will negate military or U. S. magistrate traffic tickets. If the security officer decides that a traffic ticket should be negated due to gross administrative errors, the reason for voiding the ticket will be written on the back of the ticket.

0904. INTOXICATED DRIVERS

a. Standardized field sobriety tests and other procedures for processing suspected intoxicated drivers will be developed by the security officer and be published via SOP.

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Observations of law enforcement personnel will be recorded on the Alcohol Influence Report (DD 1920).

b. The blood alcohol content (BAC) will be determined via blood, breath, or urine test. The BAC required to prove intoxication will be based on host state or country requirements. Each command will develop a SOP regarding driver refusal to be tested under "implied consent" laws.

c. A person being tested does not have the right to have an attorney present before stating whether he/she will submit to a test, or during the actual test.

d. Police personnel will ensure that the vehicle operated by the intoxicated driver is properly secured at the scene of the apprehension, turned over to a sober driver with the authorization of the owner, or towed from the scene and impounded.

0905. TRAFFIC ACCIDENTS

a. The DoN Traffic Accident Report (OPNAV 5580/1A) shall be completed in accordance with reference (k). This includes all fatal, personal injury or property damage accidents involving government vehicles. The same rule applies for privately owned vehicle accidents except the combined property damage must be \$1,000.00 or more before an accident report is required.

b. Photographs should be taken at the scene of all reportable accidents and they are required whenever a government vehicle or government property is involved.

c. Public Works Departments will provide the damage estimate on government owned property and vehicles.

0906. DECALS AND VISITOR PASSES

a. General procedures for the issuance of Department of Defense (DoD) decals are listed under reference (o). In issuing a DoD decal, the following documents will be checked:

(1) DoD identification card (active duty, retired, dependent, reserve, or civilian).

(2) Certificate of state registration.

(3) Valid state driver's license.

b. When visitors who do not have a DoD decal come aboard the base they must receive a visitor's pass. In order to obtain such a pass, they will:

(1) Show a valid driver's license and vehicle registration certificate/rental vehicle agreement.

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(2) Fill out a log which will include name, home address, destination, make and model of vehicle, license plate number, sponsor, time of arrival, and estimated time of departure.

c. A "barred list" will be prepared by the security officer and will be checked prior to the issuance of a decal or visitor pass.

d. DoD decals and visitors passes will be strictly controlled and accounted for by serial number. Unused decals and passes will be securely stored to prevent theft.

0907. IMPOUNDED VEHICLES

a. Command policies for the impoundment of vehicles must be clearly defined by command directive and publicized so that operators of motor vehicles on base are informed of the policy.

b. Security officers will prepare a SOP specifying the impoundment procedures to be used by the security department. Included will be the procedures to be followed prior to impoundment (e.g., notification of owner), procedures used for the actual impoundment (method of transportation, stowage, and inventories), required documentation, protection of the vehicle while impounded, and release/disposal of the vehicle.

c. When vehicles are impounded because of the death of the owner, close coordination with the Staff Judge Advocate and the supply officer are required.

CHAPTER 10

CRIME PREVENTION

1001. General

1002. Responsibilities

1003. Surveys

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CHAPTER 10

CRIME PREVENTION

1001. GENERAL

a. Crime prevention is the anticipation, recognition, and appraisal of a crime risk and the initiation of some action to remove or reduce it. Crime prevention is a pro-active method to reduce criminal opportunities, protect potential victims, and prevent property loss.

b. The Navy Crime Prevention Program is directed at the quality of life in the Navy. It presents military personnel, civilian employees, and dependents with programs designed to reduce their chances of becoming the victim of a crime.

1002. RESPONSIBILITIES

a. The security officer of the host activity will establish a crime prevention program at the installation, providing assistance to tenant activities, if requested. This includes:

(1) Designating a Crime Prevention Coordinator within the security department.

(2) Publishing standard operating procedures for crime prevention.

(3) Maintaining an active liaison with NCIS, local law enforcement agencies, and other organizations to provide for an exchange of crime prevention-related information.

(4) Offering crime prevention services. This includes crime prevention briefings and surveys.

(5) Participation in crime prevention campaigns to highlight specific crime problems for intensified public awareness efforts. When possible, Navy campaigns should coincide with national crime prevention campaigns.

(6) Making crime prevention practices a part of the daily operations of the security department, involving all members of the department.

(7) Using all available records and information, develop and maintain trends and analysis information.

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b. The Naval Criminal Investigative Service, Law Enforcement and Physical Security Assistance Teams, Atlantic and Pacific (LEPSAT LANT/LEPSAT PAC), have personnel trained in crime prevention who can provide assistance in developing or improving security department crime prevention programs. On-site crime prevention training and assistance can be obtained by contacting:

c. Officer in Charge, NAVCRIMINSERV LEPS ASST TEAM, ATLANTIC, Norfolk, VA; commercial 757-462-7893 or DSN 253-7893, or

d. Officer in Charge, NAVCRIMINSERV LEPS ASST TEAM, PACIFIC, San Diego, CA; commercial 619-545-9427 or DSN 735- 9427

1003. SURVEYS. Crime prevention surveys will be conducted for living quarters (both residential and barracks), at non-appropriated fund/retail activities, and at Morale, Welfare and Recreational facilities on request. These surveys are designed to assess the vulnerability of the location as a target for crime and to provide recommendations to reduce the vulnerability. The security department should keep a record of all crime prevention surveys conducted and follow-up to see if recommendations made have been completed.

CHAPTER 11

JUVENILE MATTERS

1101. General

1102. General Procedures

1103. Records

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CHAPTER 11

JUVENILES

1101. GENERAL

a. The age limits for classifying persons as juveniles vary according to the laws of the particular state. Federal law defines a juvenile as "any person who has not attained his 18th birthday."

b. Active duty military personnel under the age of 18 are subject to the Uniform Code of Military Justice and are not affected by juvenile laws.

c. The security officer of each installation will become familiar with host State juvenile statutes and prepare standard operating procedures defining actions to be taken with juvenile offenders aboard installation property.

1102. GENERAL PROCEDURES

a. Whenever a juvenile is taken into custody for an offense or other act of delinquency, the juvenile must be provided with the appropriate constitutional warning against self-incrimination. This warning must be provided in language which the juvenile understands.

b. The parent(s), guardian, or custodian must be notified that the juvenile is in custody, the exact nature of the alleged offense, and the juvenile's rights against self-incrimination. This notification must be made immediately after the juvenile is taken into custody and the identification of the responsible adult is obtained. The time of the custody, the time of the notification, and the identity and relationship of the person notified must be reported in the Incident Report (IR). This notification is the responsibility of the detaining agency and must be made even if the matter is referred to the Naval Criminal Investigative Service (NCIS) or other agency. As Department of the Navy (DON) policy, the parent, guardian, or custodian must be given a reasonable opportunity to be present during any interrogation of the juvenile. If the adult cannot be present for any reason, the reason for the absence will be indicated in the IR.

c. Fingerprints or photographs of a juvenile may be taken. These records must be safeguarded under 18 U.S.C. 5038, et. seq. Some states prohibit fingerprinting/ photographing of juvenile offenders without a written order of a judge/magistrate. The staff judge advocate should be consulted for establishing local policy.

d. Federal law and DON policy requires that a juvenile in custody be taken before a local magistrate at the first opportunity, and that a juvenile shall not be detained for longer than a reasonable period of time before being brought before a magistrate. As a practical matter, juveniles detained by Navy law enforcement personnel for minor offenses are normally released to the custody of their parents.

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e. In many instances, a minor offense can be disposed of without delay. Serious offenses, or offenses involving repeat offenders, may require administrative or judicial action.

(1) Offenses under the jurisdiction of NCIS will be referred to NCIS at the earliest possible time. Juveniles detained on offenses under NCIS jurisdiction will be turned over to them at their request, provided there is no unreasonable delay.

(2) Within U. S. jurisdiction, juvenile offenders will be referred to local police juvenile authorities. Security officers will establish liaison with local police to develop working agreements for the referral of juveniles.

f. There are no special requirements concerning the interview of a juvenile as a witness. During the on-scene phase of any incident, juveniles may be interviewed in the same manner as any other witness. As a matter of policy, however, in-depth or follow-up interviews of juveniles will not be conducted without first advising a parent, guardian, or custodian of the nature of the situation and the need to interview the juvenile.

1103. RECORDS

a. The age of an offender has no effect on the need for detailed and accurate records of any incident or complaint. An IR will be prepared on each situation which fits the criteria for that form.

b. Security departments will establish a separate file for the retention of records concerning juvenile offenders. This file will be in a distinctly different location from adult files to lessen the chance that a juvenile record will be placed in the adult IR files, and will preferably be kept locked to prevent unauthorized disclosure. Access to this file will be restricted to individuals specified by the security officer as having a need-to-know. Provided local state law does not object, juvenile records may be released to:

(1) The judge of a juvenile court having jurisdiction over the offender.

(2) An attorney representing the juvenile and parents.

(3) A government attorney involved in the adjudication of the matter.

(4) Another court of law, in response to a specific inquiry.

(5) Another law enforcement agency, if the request is related to an investigation of a crime or a position within that agency.

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(6) The director of a juvenile treatment facility or agency to which the juvenile has been committed by the court, providing that the request is made in writing.

(7) An agency which is considering the juvenile for a position immediately and directly affecting national security.

c. Neither the name or a photograph of any juvenile may be made public by any medium of public information in connection with any juvenile delinquency proceeding.

d. Juvenile courts in the various states may impose additional requirements or restrictions on security departments concerning juvenile records. These requirements may include the sealing of records. Any such requests will be coordinated with the Staff Judge Advocate.

CHAPTER 12

PUBLIC AFFAIRS

- 1201. General
- 1202. Media Personnel Entering Closed Areas
- 1203. Exclusion of the Media from Certain Areas
- 1204. Briefing Rooms

CHAPTER 12

PUBLIC AFFAIRS

1201. GENERAL

a. Since security department personnel are regularly involved in events at which members of the media are present, they will be trained in dealing with the media.

b. If contacted by the media, security department personnel will be courteous and brief and refer the person making the inquiry to the Public Affairs Officer (PAO). It is the role of the PAO to handle all matters with the media, and is the only person authorized to release information to the media.

1202. MEDIA PERSONNEL ENTERING CLOSED AREAS. Duly authorized representatives of the media, i.e., news services, newspaper, radio/television stations or networks, may enter an area closed because of a menace to public health or safety, with the authorization of the on-scene commander. Authorization for such entry will be based initially on the severity of the hazard and/or authorization granted by competent authority. The decision to assume the risk of danger remains with the media individual involved, and it is not the responsibility of security department personnel to provide for the safety of these members of the media who voluntarily choose to subject themselves to danger. Security department personnel, however, do have a moral and professional obligation to protect and preserve human life and will cause the revocation of authorization and removal of such media personnel when warranted.

1203. EXCLUSION OF THE MEDIA FROM CERTAIN AREAS. Media personnel do not have, as a matter of right, special access to sensitive/secured areas of a military installation, including designated Restricted Areas. The media may be permitted, by the commanding officer or designated authority, into areas which have been secured from the general public. Generally, they will not be allowed into areas secured to preserve evidence/where their presence may jeopardize law enforcement operations. In addition, the media may be excluded from areas in which classified information/equipment may be compromised.

1204. MEDIA BRIEFING ROOMS. During events which may generate above normal media interest, special areas will be designated as media briefing rooms. Here members of the media may be segregated and briefed by the designated PAO as events unfold. Media briefing rooms will not be situated where they could interfere with operations.

CHAPTER 13

BLOODBORNE PATHOGENS (BBP)

- 1301. General
- 1302. Applicability
- 1303. Responsibility
- 1304. Recommended BBP Protective Equipment
- 1305. Hepatitis B Virus Vaccine Declination Letter

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CHAPTER 13

BLOODBORNE PATHOGENS

1301. GENERAL

a. This chapter introduces Navy law enforcement and physical security personnel to the threat of infection from bloodborne pathogens (BBPs). Complete guidance of this topic should be obtained through knowledge of, and adherence to 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens; reference (1); local instructions; the installation safety officer, and medical department.

b. There is a tendency to think of BBPs in terms of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV), but other infectious diseases, e.g., malaria/syphilis could be present in human blood. In addition to blood, law enforcement/security personnel should protect themselves against exposure to other blood products, human tissue, body organs, and bodily fluids.

c. The gravity of this subject can not be understated since exposure, without taking preventive measures/seeking immediate treatment, can be fatal.

1302. APPLICABILITY. This chapter applies to all law enforcement/security personnel, military and civilian, who engage in any one or more of the following activities:

- a. Patrol
- b. Investigations
- c. Evidence collection/processing/custodians
- d. Field supervision, including security officers/chiefs of police who might be called to crime scenes
- e. Brig duty
- f. Urinalysis coordination
- g. Other duty exposing law enforcement/security personnel to human blood, body fluids or tissues.

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1303. RESPONSIBILITY

a. Security Officer. The security officer shall coordinate all issues involving BBPs with the activity safety officer. These issues should include but not be limited to:

(1) Provide input for the Exposure Control Plan

(2) Ensure law enforcement/security personnel are trained in risk reduction from exposure to BBPs.

(3) Ensure all law enforcement/security personnel are offered HBV vaccine (at no charge to civilian employees), and if declined they are aware that they may receive the vaccine at any time in the future. In the event an individual declines after being offered the HBV vaccine, the declination must be in writing and filed per reference (1)/prevailing instruction from the installation safety officer.

(4) Establish procedures for immediate medical attention for security personnel exposed to BBPs or those thought to have been exposed to BBPs.

b. All Law Enforcement/Security Personnel. Personnel who perform the tasks identified in paragraph 13-2 may be exposed to BBPs. These tasks (and many too numerous to list) could place law enforcement/security personnel at risk, but as first responders, they would encounter a host of situations conducive to BBP exposure. At an absolute minimum, personnel must:

(1) Be aware of the risks incurred when exposed to BBPs.

(2) Receive or have been offered but declined, the HBV vaccine.

(3) Have issued to them/immediately available, sufficient protective equipment, and properly instructed in its use. Not all protective equipment is necessary under every circumstance. The risk level for exposure will dictate the level of protection necessary, e.g., in a pat-down search of a person a pair of latex/surgical type gloves may be required. If blood, urine or feces is apparent at the scene, gloves and other protective equipment may be necessary before conducting a body search.

(4) Be cautious in the handling and storage of evidence/contraband which may be infectious. Of great concern is being stuck by hypodermic needles. This may occur from:

(a) Search of persons

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(b) Search of vehicles, including police vehicles after transporting personnel placed in custody

(c) Search of premises, including lockers, closets, and other areas

(d) Recovery of lost/stolen property or during inventory of containers, e.g., suitcases, foot lockers, vehicle trunks, etc.

(e) Handling of stored evidence or while preparing evidence for shipment.

c. Extreme caution should be exercised when apprehending suspects who might intentionally inflict injury in order to infect the apprehending officer. This may occur by biting, scratching/attempting to throw or smear blood, saliva or bodily fluids on the apprehending officer.

1304. RECOMMENDED BBP PROTECTIVE EQUIPMENT

- a. Latex gloves
- b. Face mask - Fluid resistant
- c. Safety glasses - Clear with side guards and impact resistant
- d. Contamination control coveralls - With attached hood and boots
- e. Biohazard waste bags - Red color labeled "Infectious Waste" with international biohazard symbol, and
- f. Hand wipes - Antimicrobial.

1305. HBV VACCINE DECLINATION LETTER. A sample HBV declination may be found on page 13-4.

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-SAMPLE-

HEPATITIS B VACCINE
DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no cost to me. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring HBV, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Printed Name _____

Date _____

Signature _____

SSN _____

CHAPTER 14

DOMESTIC VIOLENCE REPORTING

- 1401. General
- 1402. Security Department Response to Domestic Violence Calls
- 1403. Patrol Response
- 1404. Domestic Violence Unit
- 1405. Reporting Responsibilities
- 1406. Military Protective Order

CHAPTER 14

DOMESTIC VIOLENCE

1401. GENERAL

a. The role of law enforcement in domestic incidents has become a coordinated community response that includes police, medical, family advocacy and the command or civilian court system. Standard Operating Procedures should be published, by each law enforcement agency, detailing the response to the scene and subsequent coordination with the Staff Judge Advocate, Family Advocacy Officer, Family Service Center and the Naval Criminal Investigative Service. The security department's role in the response is as follows:

- (1) Receive, report and identify domestic violence on and off the installation
- (2) Complete an on-scene investigation and initiate follow-up investigation
- (3) Write a thorough report
- (4) Make appropriate notifications
- (5) Aid in the issuance of Military Protective Orders (MPOs)
- (6) Enforce and track civilian and MPOs.

1402. SECURITY RESPONSE TO DOMESTIC VIOLENCE CALLS

a. Dispatcher - Upon receipt of a report of domestic violence the dispatcher must collect the pertinent data of who, what, when, where, why and how and also determine if a weapon is involved or available. The first priority is to determine if there are any injuries and appropriate medical services are dispatched if injuries are reported. Dispatchers should keep the calling party on the line to give patrol responders current updates on the situation. Additionally, the dispatcher should check available data bases to see if there has been previous trouble at that location and if there is a weapon or weapons registered at the location of the complaint.

b. Time and resources available, the dispatcher should check with local law enforcement agencies to determine if they have a record of domestic violence at the location of the event or persons involved.

c. In all instances, the watch commander should be apprised of the disturbance call and a backup to the assigned unit should be automatically dispatched to the scene.

1403. PATROL RESPONSE. Patrol personnel have to be vigilant when responding to domestic violence calls. The potential for danger is heightened by some common factors generally

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associated with domestic violence situations. Some of these factors may be extreme anger, alcohol or drug involvement, mutual combat between disputants, weapons use or availability of weapons at the scene and the law enforcement officers perceived encroachment or involvement in "personal matters". Patrol officers must, therefore, rely on their training in domestic intervention and conflict resolution. Enclosure (5) to reference (p) entitled GUIDANCE FOR LAW ENFORCEMENT AND OTHER FIRST RESPONDERS IN SPOUSE ABUSE CASES addresses the basic responsibilities for first responders.

1404. DOMESTIC VIOLENCE UNIT. Wherever there is an established Domestic Violence Unit (DVU) policies and procedures contained in the MOU or MOA will be adhered to. DVUs are composed of personnel specially trained and readily available to handle domestic violence incidents. Where DVUs exist, they may be the primary or first responders to a domestic complaint and patrol personnel might be called upon to simply assist or back up the DVU until the situation calmed. This may also apply whenever there is an agreement with civil authorities having concurrent jurisdiction with Navy law enforcement on properties located within or outside the installation proper.

1405. REPORTING RESPONSIBILITIES. In addition to a copy of the incident report going to the command, a copy must also be forwarded to the Family Advocacy Program staff. Whenever there are injuries reported, the responding unit(s) should fully describe the injuries and secure photographic evidence of the injuries. If the NCIS or the DVU is not available or does not assume responsibility for following up this investigation, the law enforcement department should also secure a medical report (if one is available) for inclusion as an exhibit to this investigation.

1406. MILITARY PROTECTIVE ORDER. Where warranted, a Military Protective Order (MPO) should be procured from the command.

APPENDIX A

TABLE OF REFERENCES

- (a) SECNAVINST 5530.4C, Subj: Naval Security Forces Ashore and Afloat
- (b) OPNAVINST 5530.14C, Subj: Navy Physical Security Manual
- (c) OPNAVINST 3120.32C, Subj: Standard Organization and Regulations of the U.S. Navy
- (d) SECNAVINST 5520.3B, Subj: Criminal and Security Investigations and Related Activities Within The Department of the Navy
- (e) Manual for Courts-Martial, United States 1998
- (f) SECNAVINST 5211.5D, Subj: Department of the Navy Privacy Act Program
- (g) SECNAVINST 5500.29B, Subj: Use of Deadly Force and the Carrying of Firearms by Personnel of the Department of the Navy in Conjunction With Law Enforcement, Security Duties, and Personal Protection
- (h) OPNAVINST 3591.1C, Subj: Small Arms Training and Qualification
- (i) OPNAVINST 5530.13B, Subj: Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)
- (j) SECNAVINST 1640.9B, Subj: Department of the Navy Corrections Manual
- (k) OPNAVINST 11200.5C, Subj: Motor Vehicle Traffic Supervision
- (l) OPNAVINST 5100.23E, Subj: Navy Occupational Safety and Health (NAVOSH) Program Manual
- (m) SECNAVINST 5800.11A, Subj: Victim and Witness Assistance Program
- (n) OPNAVINST 5800.7, Subj: Victim and Witness Assistance Program
- (o) OPNAVINST 5560.10B, Subj: Standard Procedures for Registration and Marking of Non-Government Owned Motor Vehicles
- (p) OPNAVINST 1752.2A, Subj: Family Advocacy Program

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APPENDIX B

FORMS

The Standard Subject Identification Code (SSIC) for all OPNAV 5527 forms has been changed from 5527 to 5580. Use of OPNAV 5527 forms will continue until existing stocks are exhausted. When ordering forms, cite the OPNAV 5527 form stock number as cited below. OPNAV 5580 forms will be issued automatically as stocks of the old forms are exhausted.

OPNAV 5512/2 (6-81) - Authorization to Carry Firearms S/N 0107-LF-055-1400

OPNAV 5527/1 (6-98) - DoN Incident Report S/N 0107-LF-114-9600

OPNAV 5527/1A(2-83) - DoN Traffic Accident Report S/N 0107-LF-055-2707

OPNAV 5527/1B (6-98)- DoN Incident Report/Addendum- S/N 0107-LF-114-9700
Narrative

OPNAV 5527/1C (6-98) - DoN Incident Report/Addendum- S/N 0107-LF-114-9800
Complainant/Witness/Sponsor

OPNAV 5527/1D (6-98) - DoN Incident Report/Addendum- S/N 0107-LF-114-9900
Victim

OPNAV 5527/1E (6-98)- DoN Incident Report/Addendum- S/N 0107-LF-115-0000
Suspect/Arrestee

OPNAV 5527/1F (6-98)- DoN Incident Report/Addendum- S/N 0107-LF-115-0100
Offense

OPNAV 5527/1G (6-98)- DoN Incident Report/Addendum- S/N 0107-LF-115-0200
Property

OPNAV 5527/2 (12-82)- DoN Voluntary Statement S/N 0107-LF-055-2710

OPNAV 5527/3 (12-82) - DoN Military Suspect's S/N 0107-LF-055-2715
Acknowledgment and Waiver
of Rights

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<u>OPNAV 5527/4</u> (12-82) - DoN Civilian Suspect's S/N 0107-LF-055-2720 Acknowledgment and Waiver of Rights	
<u>OPNAV 5527/5</u> (12-82) - DoN Lineup-Acknowledgment and Waiver of Rights	S/N 0107-LF-055-2725
<u>OPNAV 5527/6</u> (12-82) - DoN Investigative Notes	S/N 0107-LF-055-2730
<u>OPNAV 5527/7</u> (12-82) - DoN Interview/Interrogation Log	S/N 0107-LF-055-2735
<u>OPNAV 5527/8</u> (12-82) - DoN Telephonic Threat S/N 0107-LF-055-2740 Complaint	
<u>OPNAV 5527/9</u> (12-82) - DoN Command Authorization for Search and Seizure	S/N 0107-LF-055-2745
<u>OPNAV 5527/10</u> (12-82) - DoN Affidavit for Search Authorization	S/N 0107-LF-055-2750
<u>OPNAV 5527/11</u> (12-82) - DoN Complaint of Stolen Motor Vehicle	S/N 0107-LF-055-2755
<u>OPNAV 5527/12</u> (12-82) - DoN Vehicle Report	S/N 0107-LF-055-2760
<u>OPNAV 5527/13</u> (12-82) - DoN Customer Consent and Authorization for Access to Financial Information	S/N 0107-LF-055-2765
<u>OPNAV 5527/14</u> (12-82) - DoN Authority to Release Medical Information and Records	S/N 0107-LF-055-2770
<u>OPNAV 5527/15</u> (12-82) - DoN Forensic Examination Request	S/N 0107-LF-055-2775
<u>OPNAV 5527/16</u> (12-82) - DoN Permissive Authorization for Search and Seizure	S/N 0107-LF-055-2780
<u>OPNAV 5527/17A</u> (12-82) - DoN Evidence Tag (Index)	S/N 0107-LF-055-2785
<u>OPNAV 5527/17B</u> (12-82) - DoN Evidence Tag (Adhesive)	S/N 0107-LF-055-2787
<u>OPNAV 5527/18</u> (12-82) - DoN Investigative Notes	S/N 0107-LF-055-2790

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Envelope

<u>OPNAV 5527/19</u> (12-82) - DoN Desk Journal	S/N 0107-LF-055-2795
<u>OPNAV 5527/20</u> (12-82) - DoN Field Test Results	S/N 0107-LF-055-2800
<u>OPNAV 5527/21</u> (12-82) - DoN Field Interview Card	S/N 0107-LF-055-2805
<u>OPNAV 5527/22</u> (12-82) - DoN Evidence/Property Custody Document	S/N 0107-LF-055-2810
<u>OPNAV 5527/23</u> (1-83) - DoN Evidence Tape	S/N 0107-LF-055-2815
<u>OPNAV 5527/24</u> (2-83) - DoN Evidence Log	S/N 0107-LF-055-2820
<u>OPNAV 5527/25</u> (2-83) - DoN Law Enforcement Communications Log	S/N 0107-LF-055-2825
<u>OPNAV 5527/26</u> (3/83) - DoN Command Investigator ID Card	S/N 0107-LF-007-1200
<u>OPNAV 5527/27</u> (3-83) - DoN Fingerprint Card (Major Case Prints)	S/N 0107-LF-055-2835
<u>OPNAV 5560/1</u> (7-78) - Non-Government Vehicle Registration	S/N 0107-LF-055-6005
<u>DD 1408</u> (12-87) - Armed Forces Traffic Ticket	S/N 0102-LF-001-4080
<u>DD 1805</u> (9-98) - Violation Notice	S/N 0102-LF-001-8053
<u>DD 1920</u> (8-73) - Alcohol Influence Report	S/N 0102-LF-068-4800
<u>DD 2220</u> (11-79) - DoD Registered Vehicle Decal	S/N 0102-LF-002-2205.

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APPENDIX C

NAVY UNIFORM CRIME REPORTING SYSTEM

1. Purpose

The law enforcement agencies nationwide have periodically reviewed uniformed crime reporting resulting in the Uniform Crime Reporting Act of 1988 and the development of the National Incident-Based Reporting System (NIBRS). The revised OPNAV 5580/1 represents the Navy and Marine Corps collection platform for NIBRS data. The Department of Justice receives statistical data based on NIBRS guidelines, compiles the data, and publishes a "National Crime Report." Law enforcement agencies and other organizations having legitimate interest use the Nation Crime Report for planning and policy.

Naval Security Force (NSF) and Marine Corps Military Police (MP) personnel use this form as a means of collecting information, compiling it in a systematic fashion, and articulating the facts and circumstances of criminal and significant incidents. The nature of our society requires reporting only facts with direct bearing on the incident in question excluding personal opinions, biases, and vague statements (I think... or I believe...). The form helps eliminate the sometimes ambiguous nature of the who, what, where, why, and how approach to preliminary/initial investigation. This guidebook is a block by block "How to.." instruction to assist the first responder in collecting and articulating the appropriate information and to insure consistent language required by NIBRS is used Navy/Marine Corps wide. Sections which are not-applicable or unknown should be left blank on the form.

2. Incident Report (OPNAV 5580/1)

The revised Incident Report (IR) OPNAV 5580/1 consists of four basic pages broken into Eleven (11) Sections: Administrative, Complainant, Offense, Property, Victim, Witness/Sponsor, Suspect /Arrestee, Additional Police Officers, Narrative, Reporting and Approving Official, and Administrative Disposition. The IR also consists of a series of OPNAV 5580/1 forms considered addenda:

*OPNAV 5580/1A:	Traffic Accident Report
OPNAV 5580/1B:	Narrative
OPNAV 5580/1C:	Witness/Complainant/Sponsor
OPNAV 5580/1D:	Victim
OPNAV 5580/1E:	Suspect/Arrestee
OPNAV 5580/1F:	Offense
OPNAV 5580/1G:	Property and Narcotics information
*OPNAV 5580/1H:	Domestic Violence / Dispute Report

(*) Currently being revised but not available at this time.

a. **ADMINISTRATIVE SECTION** - This section is to be used for the recording of information that is applicable to the entire report (e.g., incident number, date of incident). An **incident** is defined as one or more offenses committed by the same offender (or group of offenders **acting in concert** at the **same time and place**). Although multiple offender, victim, etc. sections can be submitted for each report, only one Administrative Section should be completed for each Incident Report.

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(1) **Incident Number** - This 12 character (alpha/numeric) number is assigned to each Incident Report to identify it uniquely. The Incident Number shall begin with the last two (2) digits of the year followed by the five (5) digit Unit Identification Code (UIC) or Reporting Unit Code (RUC) of the Installation Security Department or Provost Marshal Office followed by the five (5) digit sequential number.

Example (1): **"970021500013"** ("97"=year, "00215"=UIC NAS Dallas and "00013" 13th report of the year).

Example(2): **"980014600013"** ("98"=year, "00146"=RUC MCAS Cherry Point, PMO and "00013" 13th report of the year).

(2) **Originating Agency Identifier or ORI Number** - This number appears on the electronic IR, not on the 5580/1, and is generated as a site-defined default, entered by the system administrator. Only IRs generated CONUS need an ORI. It is, in essence, the ORI number of the nearest civilian law enforcement department, using their 7-digit ORI with a two letter suffix, DN (for Department of the Navy). *The ORI used on electronically generated IRs is separate from the ORI used on fingerprint cards which is a Navy-specific number.*

(3) **Report Type** - Check the appropriate block to indicate the type of report being submitted.

Authorized entries: (select one)

Initial Report - Self-explanatory.

Supplemental - Select if report being submitted is to add and/or change information to a previously submitted report. The *Incident Number* will remain the same as the *Incident Number* assigned to the Initial Report.

(4) **Date Received** - Enter the Year, Month, Day (YYYY/MM/DD) the incident was first brought to the attention of the military police.

Example: If the incident was reported to the military police on July 04, 1994, the entry should be **"1994/07/04"**.

(5) **Time Received** - Enter the local military time the report was received by the security department.

Example: Format for time is HHMM **"1330"**.

(6) **Incident Received** - Check the appropriate block designating how the incident was received by the security department/provost marshals office not how the individual patrolman/MP was notified of the incident.

Authorized entries: (select one)

In Person - Walk-ins to MP/Security Desk, PMO, NCIS or CID

By Telephone - Telephone located at Security Department, PMO, NCIS or CID

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By Radio - Patrolman, or MP on patrol reports incident to Security Department/PMO
Dispatcher

By Alarm - Self-explanatory

By Crime Stop Call/911 - Self-explanatory

Other - Message, Letter, Computer, E-mail, CB, etc.

b. **COMPLAINANT SECTION** - This section is used for the recording of information describing the complainant for an incident/offense **only when the complainant is not the victim or witness**. If there is no complainant leave section blank. Additional Complainants should be listed on the "Incident Report Addendum - Complainant/Witness/Sponsor" (OPNAV 5580/1C).

(1) **Last Name, First, Middle** - Enter individual's full name. If no middle name enter "NMN" or if initial only, enter the initial in quotation marks, i.e., "L." Include Jr., Sr., II, III, etc.

(2) **SSN/Alien Registration Number** - Enter the individual's social security number. In the case of foreign nationals, local policy may direct that the employee's service number or host country identification number may be entered. If individual does not have a SSN or other identifying number, leave blank. DO NOT HYPHENATE THESE NUMBERS.

(3) **Grade/Rank** - For military personnel (including foreign military members) enter the individual's rank or grade (**not MOS, Navy rating, or job speciality**). For government civilian employees enter the individual's pay grade, i.e., GS-12, GM-13, WG-7, etc. If the individual's status is a civilian with no government affiliation, military retiree or foreign national, leave blank.

Example 1: The individual in the Navy is a rated GMG2, "**E-5**" should be entered vice GMG2. If the individual is a Staff Sergeant in the U.S. Air Force, enter "**E-5**".

Example 2: Individual is a Police Officer for Department of the Navy, if the individual is a "**GS-5**", GS-5 should be entered, **not private or corporal**.

(4) **Branch of Service** - Select the individual's branch of service. If the individual is a service member from a foreign country, select Other and enter the individual's branch of service as reflected on passport or identification card, if available. If individual has no service affiliation leave blank.

Authorized entries: (select one)

Army - U.S. Army

Navy - U.S. Navy

Air Force - U.S. Air Force

Marine Corps - U.S. Marine Corps

Coast Guard - U.S. Coast Guard

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Other: - National Guard, RN - British Royal Navy, RAF - British Royal Air Force, SARAF - Saudi Arabian Royal Air Force, etc.

(5) **Status** - Select the individual's personnel status. Complete this section for all individuals.

Authorized entries: (select one)

Regular (Active) - Military service member. Self-explanatory

Reserve - Military service member. Self-explanatory

Retired - Military service members only. Self-explanatory

National Guard - Self - explanatory

Family Member - Military service member, i.e., Spouse, Son, Daughter, etc.

Civilian Employee - Individual employed by the U.S. Government

Civilian - No government affiliation or foreign nationals

(6) **Duty Station/Employer (include Department/Command/Division/Unit, etc)** - Enter the name of the individual's duty station or employer, including department/command/division/unit, etc. if active duty military or government employee. **If the individual is TAD/TDY from his/her permanent duty station, enter their permanent duty station in this block.** If the individual is not active duty or a government employee, enter the individual's current employer, i.e., McDonalds Restaurant. If unemployed or employer unknown, leave blank.

Example: If the individual is permanently assigned to the USS George Washington (CVN-73) TAD to Naval Station Norfolk for training, "***USS GEORGE WASHINGTON (CVN-73)/Air Department/V-1 Division***" will be entered in this block.

(7) **UIC/RUC (Unit Identification Code/Reporting Unit Code)** - If active duty military or government employee, enter the individual's permanent duty station unit identification code. If the individual **does not** have a UIC/RUC leave blank, e.g., civilian with no affiliation to the government.

(8) **Work Phone** - Enter the individual's work phone number. If unknown, leave blank.

(9) **Address** - Enter the individual's (military) duty station address or (civilian's) home address. If unknown, leave blank.

(10) **City** - Self-explanatory. If unknown, leave blank.

(11) **State** - Self - explanatory. If unknown, leave blank.

(12) **Zip Code** - Self-explanatory. If unknown, leave blank.

c. **OFFENSE SECTION** - This section is used for the recording of information describing each offense committed in an incident and/or complaint. Only one Offense Section is to be submitted for each

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Offense Description being reported.

(1) **Date(s) of Incident** - Enter the Year, Month, Day (YYYY/MM/DD) when the incident occurred or started, or the beginning of the time period in which it occurred (as appropriate). If the "Incident Date" is unknown, enter an approximate date the incident occurred.

Example (1): If a robbery occurred on July 2, 1989, the entry should be **"1989/07/02"**.

Example (2): If a kidnaping started on November 1, 1989, and ended on November 16, 1989, the entry should be From: **"1989/11/01"** To: **"1989/11/16"**.

(2) **Time of Incident** - Enter the time (24-hour clock) when the incident occurred or started, or the beginning of the time period in which it occurred (as appropriate). If the "Time of Incident" is unknown, enter an approximate time the incident occurred.

Example (1): If a robbery occurred on at 9:00 a.m., the entry should be **"0900"**.

Example (2): If the time of the incident are unknown but the time of the incident was between 10:00 a.m. and 1:00 p.m., the entry should be From: **"1000"** To: **"1300"**.

(3) **Offense Status** - Used to indicate whether each offense in the incident was completed or merely attempted. If there was more than one occurrence of the same offense within an incident and one was completed, then "Completed" will be selected. Enter **only one per offense**.

Example: It should be noted that "Attempted Murder" is to be reported as Aggravated Assault, and all Assault Offenses should be marked as "Completed."

Example: During the same incident, Suspect/Arrestee -01 raped Victim -01 and Suspect/Arrestee -02 attempted to rape Victim-02, but left the scene before the act was consummated. Since one rape was completed, **"Completed"** should be selected for offense #1 "Forcible Rape".

(4) **Offense Data.**

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(a) **Statutory Basis** - Enter the code that describes the legal statutory basis for the offense an individual is suspected of committing. In situations where more than one statutory basis may apply select the statutory basis with jurisdiction over the offense.

Authorized entries: (enter only one)

U - UCMJ - Uniform Code of Military Justice

F - Federal - Federal U.S. Code

S - State - State Laws, i.e., Traffic Laws, etc.

L - Local - Local Laws, i.e., Traffic Laws, Curfew Violations, etc.

X - Foreign - Foreign Laws, i.e., violations of Status of Forces Agreement, Customs Violations, etc.

Example: If the suspect is suspected of Unauthorized Absence, "**U**" should be entered as no other agency provides a statutory basis for this offense.

(b) **Offense Description** - Offense blocks are used to identify and describe the types of offenses involved in the incident (e.g., Arson, Prostitution, etc.). **ALWAYS** enter the **MOST SEVERE OFFENSE FIRST**. After the offenses have been classified, the Table of Offenses, located in Appendix D, is to be used to enter the appropriate Offense Description. Care should be taken to identify all of the offenses involved in a particular criminal incident.

Example: Generally "Traffic Offenses" are excluded from this offense category. The vehicle related offenses of "Hit and Run," (of a person) and "Vehicular Manslaughter" are, however, included; but "Driving Under the Influence" is not as it is a separate offense.

Example (1): In the same incident, the Suspect/Arrestee assaulted two persons by threatening them with a handgun. Only one Offense block should be identified as ***Aggravated Assault***.

Example (2): Care must also be taken to ensure that each offense which is reported is a separate, distinct crime and not just a part (element) of another offense. For example, every robbery include some type of assault; but, because the assault is an element of the crime of Robbery, only "***Robbery***" is reported. However, if during a robbery the victim was forced to engage in sexual relations, both "***Robbery***" and "***Forcible Rape***" are reported, as forced sexual intercourse is not an element of the crime of Robbery.

(c) **Location/Address** - Enter the appropriate location of the incident. The location/address should be entered in the same format each time that location is used.

Example (1): "***Desert Dome, Bldg. 34, Petty Officers Club, ASU SWA***"

Example (2): "***3430 Bay View Court, Virginia Beach, Va***"

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(d) **On Board Military Installation** - If the incident occurred while on government owned/leased property, i.e., base, station, leased government building, military aircraft, or military ship, enter “**YES**”, otherwise enter “**NO**”.

Example (1): A burglary takes place in base housing located on government leased property, “**YES**” should be entered.

Example (2): An individual is arrested by civilian authorities for reckless driving while operating a government-owned pick-up truck in downtown San Diego. Since this incident did not take place on a government installation, enter “**NO**”.

(5) **Weather Conditions** - The weather conditions at the time of the offense should be entered. If the weather conditions are unknown at the time of the offense, select **Unknown**.

Authorized entries: (select most applicable)

Clear - sunny, clear sky

Cloudy - include partly cloudy skies

Rain - self-explanatory

Foggy - smokey

Ice - self-explanatory

Snow - self-explanatory

Unknown - self-explanatory

Other - sleet, hail, etc.

Example: If the weather at the time the offense took place was rainy and foggy both “**Rain**” and “**Foggy**” should be selected.

(6) **Lighting** - Select the lighting conditions at the time the offense took place. If lighting conditions are not known at the time of the offense, select **Unknown**.

Authorized entries: (select only one)

Daylight - self-explanatory

Dusk - time between daylight and dark

Dawn - time between dark and daylight

Dark (Lighted) - use of artificial light, street light, etc.

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Dark (Not Lighted) - self-explanatory

Unknown - self-explanatory

(7) **Offender(s) Used** - Indicate whether any of the offenders in the incident were suspected of consuming alcohol or using drugs/ narcotics during or shortly before the incident; or of using a computer, computer terminal, or other computer equipment to perpetrate the crime. Up to three (3) entries can be made.

While there is no requirement to indicate the offender(s) was suspected of using alcohol, computer equipment, or drugs/narcotics, if the reporting officer did not indicate otherwise, Not Applicable is to be selected.

Authorized entries: (enter up to 3)

Alcohol

Computer Equipment

Drugs/Narcotics

Not Applicable

Example (1): Witnesses to an assault reported that the victim and offender were in a bar drinking beer when an argument broke out and the offender attacked the victim with a knife. ***"Alcohol"*** should be selected.

Example (2): A rape victim advised that her attacker bragged that he had been "free basing" cocaine just prior to the incident. ***"Drugs/Narcotics"*** should be selected.

Example (3): A medical supply warehouse was burglarized and large quantities of Methadone, Morphine, Benzedrine, and Valium were stolen. ***"Drugs/Narcotics"*** should not be entered because, while the drugs were the object of the crime, there was no indication that the offenders used drugs or narcotics before or during the incident.

Example (4): A computer "hacker" used his personal computer and a telephone modem to gain access to a company's computer and steal proprietary data. ***"Computer Equipment"*** should be selected.

Example (5): A private residence was burglarized and a personal computer was stolen, along with other items. ***"Computer Equipment"*** should not be entered because, while the computer was one of the fruits of the crime, it was not used to commit the crime.

(8) **Type Weapon/Force Used** - Check the box listing the type(s) of weapon(s) or force used by the offender(s) in committing the crime. Up to three (3) types of weapons/force can be entered for each of the offenses.

If the weapon was a fully "automatic" firearm, an "A" is to be placed in the appropriate box, Automatic Rifle. A fully "Automatic Firearm" is defined as any firearm which shoots, or is designed to

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shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

Authorized entries:

Firearm (type not stated)

Handgun

Rifle

Shotgun

Other Firearm

Knife/Cutting Tool (e.g., ax, ice pick, screwdriver, switchblade, etc.)

Blunt Object (e.g., club, hammer, etc.)

Motor Vehicle (when used as a weapon)

Bodily Force (i.e., hands, feet, teeth, etc.)

Poison (includes gas)

Explosives

Fire/Incendiary Device

Drugs/Narcotics/Sleeping Pills

Other

Unknown

None

Example (1): Three robbers held up a bank. One was armed with a revolver, the second had a sawed-off shotgun, and the third had an automatic machine gun. All of the following should be selected: ***“Handgun”***; ***“Shotgun”***; and ***“Automatic Other Firearm”***.

Example (2): If a bottle was used in the commission of a murder, select ***“Blunt Object”***, if the victim was beaten; or ***“Knife/Cutting Tool”***, if the victim was cut or stabbed.

(9) **Location of Offense** - Enter the incident number from the *Incident Data* box in the appropriate box indicating the type of location/premises where each offense took place. Only one location can be entered for each offense.

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(a) **U.S. & Possessions/Outside U.S. & Possessions** - Select the global location where the offense took place.

Authorized entries: (select only one)

U.S. & Possessions - continental United States, Alaska, Hawaii, Puerto Rico, Guam, U.S. Virgin Islands, etc.

Outside U.S. & Possessions - all areas not part of the United States or its possessions, i.e., Europe, South America, Southeast Asia, etc.

Example: An assault and larceny take place at Naval Station Pearl Harbor, the ***“U.S. & Possessions”*** block should be selected. The assault (offense #1) started in a bar, continued into an adjoining parking lot, and ended in the street. As the bar was the location where the offense was initiated and best describes the circumstances of the crime, number ***“1”*** should be entered into the Bar/Night Club box. A larceny of a radio (offense #2) from a vehicle parked in the parking lot outside the bar, number ***“2”*** should be entered in the box next to Motor Pool/Parking Lot/Garage as it best describes the location of the vehicle when the radio was taken.

(10) **Type of Criminal Activity** - This section is to be used to provide additional information on the criminal activity of the offender(s) in incidents involving. The following offenses:

Counterfeiting/ Forgery
Stolen Property Offenses
Drugs/Narcotics Violations
Drug Equipment Violations
Gambling Equipment Violations
Pornography/Obscene Material
Weapon Law Violations

Up to three (3) types of activity can be entered for each of the offenses listed above.

Authorized entries:

Buying/Receiving

Cultivating/Manufacturing/Publishing (i.e., production of any type)

Distributing/Selling

Exploiting Children

Operating/Promoting/Assisting

Possessing/Concealing

Transporting/Transmitting/Importing

Using/Consuming

Destruction/Vandalism

Harassment/Stalking

Other: (Specify)

Example: The offenders published and sold pornographic photographs of children. Because up to three types of activity can be entered, “*Cultivating/Manufacturing/Publishing*”, “*Distributing/Selling*”, and “*Exploiting Children*” should be selected.

(11) **Vehicle Description** - Enter a description of the vehicle involved in the incident. If a vehicle was involved in the commission of a crime but details concerning the vehicle are unknown enter only that information which is known in the *Vehicle Description* section.

(a) **Vehicle Status** - Select the status of the vehicle as related to the offense reported.

Authorized entries (select only one)

Suspect - description of the suspect vehicle used to commit the offense

Stolen - description of the stolen vehicle

Recovered - description of vehicle recovered after being previously reported stolen

Target - description of vehicle that is the subject of the crime Example may be the vehicle that was vandalized or in which the victim was sitting.

(b) **Year** - Enter the year (YYYY) the vehicle was manufactured

(c) **Make** - Enter the manufacturer of the vehicle, i.e., Chevrolets, Ford, Nissan, Toyota, etc.

(d) **Model** - Enter the model of the vehicle related to the offense, i.e., Maxima, S-10, F-250, Corvette, Camry, etc.

(e) **Style** - Select the body style of the vehicle relate to the incident

Authorized entries: (select only one)

Sedan - (2DR/4DR) - circle either two or four door

Pickup - self-explanatory

Motorcycle - self-explanatory

R/V/Camper - All Recreation vehicles

Tractor Trailer - includes all tractors, either with or without trailer

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Van - includes all passenger and/or cargo type vans

Boat - includes all boats with or without engines

Other - All-terrain vehicles (ATV), bicycle, airplane, etc.

(f) **Color** - Enter the predominant color of the vehicle, i.e., red, green, black, etc.

Authorized entries:

BLU = Blue

BRN = Brown

GRN = Green

BLK = Black

WHT = White

GRY = Gray

YEL = Yellow

RED = Red

PUR = Purple

SIL = Silver

GOL = Gold

TAN = Tan

ORG = Orange

(g) **License Plate Number** - Self-explanatory

(h) **State** - Enter the two letter abbreviation of the state where the vehicle is registered.

Example: If the vehicle was registered in the state of Texas, enter ***TX***.

(i) **Vehicle Identification Number (VIN)** - This number is normally located on the vehicle registration, title, or on the vehicle body, i.e., door jam, drivers side dashboard, etc.

(j) **Owner's Name** - Enter the name of the owner of the vehicle. If unknown, leave blank.

Example: It is discovered during a traffic stop that the driver (John Adam Doe) is operating a stolen vehicle, the registered owner of the vehicle is determined to be Jack Abraham Smith, enter ***Jack Abraham Smith*** in this block.

(k) **Other Identifying Marks** - Enter other identifying characteristics of the vehicle, i.e., missing rear bumper, dent left rear door, DoD decal number, etc.

(12) Burglary/B&E Only

(a) **Method of Entry** - Complete this section only if the offense is **Burglary/B&E**. It is used to indicate whether "Force" or "No Force" was used by the burglar(s) to enter the structure. Check only one entry.

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Authorized entries: (enter only one)

Force - A forced entry is where force of any degree, or a mechanical contrivance of any kind (including a passkey or skeleton key), was used to unlawfully enter a building or other structure.

No Force - An unforced entry is one where the unlawful entry was achieved without force through an unlocked door or window.

NOTE: If both forced and unforced entries were involved in the crime, the entry should be reported as having been accomplished through "**Force**".

Example: Investigation of a burglary complaint disclosed that the offender(s) entered the building through an unlocked street door and then forced a locked door to an office and stole a typewriter. Since one door was forced, "**Force**" should be entered.

(b) **Number of Premises Entered** - This block is to be used only if the crime is **Burglary/B&E** and the "Hotel Rule" is applicable. In such cases, the number of structures (premises) entered is to be reported.

Hotel Rule is applied to only temporary lodgings. It states: If a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense.

Hotel Rule has been expanded to include rental storage facilities, i.e., "Mini-Storage" and "Self-Storage" buildings. Therefore, this data element is to be used if the offense is **Burglary/B&E** and either BOQ/CBQ/Lodge/Hotel or Rental Storage Facility is entered into *Location of Offense*. The total number (up to 99) of individual rooms, units, suites, storage compartments, etc., entered is to be reported in this section.

Example (1): A "Self-Storage" building was burglarized and 11 rented storage compartments were forcibly entered. The owner/manager of the building reported the incident to the police. **Burglary/B&E** should be entered into *Offense Description* and Rental/Storage Facility should be entered into *Location of Offense* and the number "**11**" (for 11 compartments) should be entered into *Number of Premises Entered*.

Example (2): A private residence was burglarized. **Burglary/B&E** should be entered into *Offense Description* and Quarters/Barracks/Berthing/Residence/Home should be entered into *Location of Offense*. However, because the "*Location of Offense*" was not BOQ/BEQ/Navy Lodge/Hotel or Rental/Storage Facility, no entry should be made into *Number of Premises Entered*. It should be left blank.

(c) **Method of Entry** - Select the method of entry used to gain access to the premises. Up to three methods of entry may be selected.

(d) **Condition of Premise** - Enter the occupancy status of the premises.

Authorized entries: (select only one)

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Occupied - premises rented, mortgaged, assigned barracks rooms, etc. and person was physically occupying the structure when the incident occurred.

Unoccupied - premises rented, mortgaged, assigned barracks rooms, etc., but no person was physically occupying the structure when the incident occurred.

Vacant (Temp. Unoccupied) - premises for sale, vacant hotel rooms, unassigned barracks rooms, rental/storage facility, etc.

Vacant - premises that do not qualify as one of the above.

(e) **Tools Used** - Select the suspected tools used to gain access to a premises.

Authorized entries: (select up to 3)

Bar/Pipe - self-explanatory

Bodily Force - foot, fist, any part of the body

Bolt Cutters - self-explanatory

Chopping Tool - ax, hatchet, machete, etc.

Explosive - dynamite, home made bomb, etc.

Gripping Tool - pipe wrench, pliers, etc.

Hammer - claw hammer, sledge hammer, etc.

Pry Bar - crow bar, etc.

Saw/Drill - circular saw, hack saw, hand drill, electric drill, etc.

Wire - coat hanger, etc.

Screwdriver - self-explanatory

Missile - rock, brick, anything thrown to gain access to premises.

Unknown - self-explanatory

Other - slim jim, lock picks, glass cutter, file, etc.

Example: Small metal filings are observed on the floor below a broken padlock to a storage facility, the lock appears to have been cut with a hack saw, the “**Saw/Drill**” box should be selected.

(13) **Bias Motivation** - If an offense being reported is the result of expressed hate or bias due to the victim’s race, sexual orientation, religion or ethnicity, the appropriate box indicating the type of bias

or hate should be selected. The incident must have occurred as a result of hate or bias. If the incident was not a result of hate or bias motivation "NONE" should be marked.

All offenses considered to be a result of hate or bias will be reported to the Naval Criminal Investigative Service (NCIS).

Example: If a white male assaults a black male because of a dispute over a parking place, there is no hate or bias crime, even if the white male harbors a hatred for black people. If, however, the white male assaulted the black male solely because of his hatred or bias (not as a result of the parking space dispute) then a hate or bias crime has been committed and the "**Anti-Black**" block should be selected.

d. **PROPERTY SECTION** - The Property Section is used for the recording of information describing property that is lost, stolen, recovered, seized, etc. as a result of an incident. Property information should be submitted only for crimes against property and/or Kidnaping/Abduction. A Property Section must be submitted for each *Type of Property Loss, Etc.* (e.g., Burned, Counterfeited/Forged, etc.). Additional Property should be listed on the "Incident Report Addendum - Property" (OPNAV 5580/1G). Refer to paragraph i. **NARRATIVE SECTION** regarding evidence submissions when submitting Incident Reports.

- Kidnaping/Abduction
- Robbery
- Arson
- Extortion/Blackmail
- Burglary/B&E
- Pocket-Picking
- Purse-Snatching
- Shoplifting
- Theft From Building
- Theft From Coin-Operated Machine or Device
- Theft From Motor Vehicle
- Theft of Motor Vehicle Parts or Accessories
- All Other Larceny
- Motor Vehicle Theft
- Counterfeiting/Forgery
- False Pretenses/Swindle/Confidence Game
- Credit Card/Automatic Teller Machine Fraud
- Impersonation
- Welfare Fraud
- Wire Fraud
- Embezzlement
- Stolen Property Offenses (Receiving, etc.)
- Destruction/Damage/Vandalism of Property
- Drug/Narcotic Violations
- Drug Equipment Violations
- Betting/Wagering
- Operating/Promoting/Assisting Gambling

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Gambling Equipment Violations
 Sports Tampering
 Bribery

(1) **Property Description Code** - Used to enter descriptions of the property which was burned, counterfeited, destroyed/damaged/vandalized, etc., as a result of the incident.

Up to 10 items of property may be entered into the Property Section. Property descriptions codes can be entered for each Property Section (i.e., each *type of property loss/etc.*) involved in the incident. If more than 10 types of property are involved, the nine most valuable specifically coded types of property are to be entered and the remaining types of property are to be combined and entered as "77" = Other. Additional property should be documented on the "Incident Report Addendum - Property" (OPNAV 5580/1G).

Authorized entries: (enter up to 10 per Property Section)

- 01 = Aircraft (airplanes, dirigibles, gliders, etc.)
- 02 = Alcohol (alcoholic beverages, e.g., beer, wine, liquor, etc.)
- 03 = Automobiles (sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people)
- 04 = Bicycles (includes tandem bicycles, unicycles, and tricycles)
- 05 = Buses (motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis)
- 06 = Clothes/Furs (wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, etc.)
- 07 = Computer Hardware/Software (computers, computer peripherals [e.g., tape and disk drives, printers, etc.], and storage media [e.g., magnetic tapes, magnetic and optical disks, etc.])
- 08 = Consumable Goods (expendable items used by humans for nutrition, enjoyment, or hygiene, e.g., food, beverages, grooming products, cigarettes, gasoline, firewood, etc.)
- 09 = Credit/Debit Cards (includes Automatic Teller Machine cards)
- 10 = Drugs/Narcotics
- 11 = Drug/Narcotic Equipment
- 12 = Farm Equipment (tractors, combines, etc.)
- 13 = Firearms (weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, etc., but not "BB," pellet, or gas-powered guns)
- 14 = Gambling Equipment (gambling paraphernalia)
- 15 = Heavy Construction/Industrial Equipment (cranes, bulldozers, steamrollers, oil-drilling rigs, etc.)
- 16 = Household Goods (beds, chairs, desks, sofas, tables, refrigerators, stoves, washer/dryers, air conditioning and heating equipment, etc.)
- 17 = Jewelry/Precious Metals (bracelets, necklaces, rings, watches, etc., and gold, silver, platinum, etc.)
- 18 = Livestock (living farm-type animals, e.g., cattle, chickens, hogs, horses, sheep, etc., but not household pets, such as dogs and cats)
- 19 = Merchandise (items held for sale)
- 20 = Money (legal tender, i.e., coins and paper currency)
- 21 = Negotiable Instruments (any document, other than currency, which is payable without restriction, e.g., endorsed checks, endorsed money orders, and endorsed traveler's checks; "bearer" checks)

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and bonds; etc.)

22 = Non-negotiable Instruments (documents requiring further action to become negotiable, e.g., unendorsed checks, unendorsed money orders, etc.; food stamps; stocks and bonds; etc.)

23 = Office-type Equipment (typewriters, adding machines, calculators, cash registers, copying machines, etc.) For Computer Equipment, refer to code "07".

24 = Other Motor Vehicles (any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, etc.)

25 = Purses/Handbags/Wallets

26 = Radios/TVS/VCRs (includes radios, televisions, videotape recorders, high fidelity and stereo equipment, compact disk players, etc.)

27 = Recordings-Audio/Visual (phonograph records, compact disks, tape recordings, cassettes, etc.)

28 = Recreational Vehicles (motor vehicles which are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes)

29 = Structures-Single Occupancy Dwellings (houses, townhouses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, house mates, or other group)

30 = Structures-Other Dwellings (any other residential dwellings not meeting the definition of "Single Occupancy Dwellings," e.g., apartments, tenements, flats, boarding houses, dormitories, as well as temporary living quarters, such as hotels, motels, inns, etc.)

31 = Structures-Other Commercial/Business (stores, office buildings, restaurants, etc.)

32 = Structures-Industrial/Manufacturing (factories, plants, assembly lines, etc.)

33 = Structures-Public/Community (colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.)

34 = Structures-Storage (barns, garages, storehouses, warehouses, etc.)

35 = Structures-Other (any other structures not fitting the other "Structures" descriptions, e.g., outbuildings, monuments, buildings under construction, etc.)

36 = Tools (hand tools and power tools)

37 = Trucks (motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis)

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- 38** = Vehicle Parts/Accessories (motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturers' emblems, license plates, side view mirrors, radios, antennas, tape decks, etc.)
- 39** = Watercraft (motorboats, sailboats, houseboats, etc.)
- 77** = Other (all other property not fitting the above specific descriptions, including intangibles)
- 88** = Pending Inventory (property description unknown until an inventory is conducted)
- 99** = Special Category to be used by the National Uniform Crime Report Program to compile statistics on certain designated types of property, e.g., "CB" radios, which are the object of theft fads)

Example (1): The following property was stolen as the result of a burglary: (1) a \$10,000 stamp collection; (2) jewelry worth \$5,000; (3) an \$1,800 personal computer; (4) clothes worth \$1,500; (5) silverware worth \$800; (6) a \$650 TV; (7) a \$450 VCR; (8) a \$400 microwave oven; (9) \$350 in cash; (10) a \$250 typewriter; (11) a \$150 shotgun; (12) a \$100 bicycle; (13) two credit cards (no value); and (14) 10 blank personal checks (no value).

Item (1), the stamp collection, was the most expensive property; however, because it does not fit into any of the specifically coded property descriptions, it should be included in **"77"** = Other. Items (2) through (12) then become the nine most valuable coded properties as follows: the jewelry and silverware should be entered as code **"17"**; the personal computer as **"07"**; the clothes as **"06"**; the TV and VCR as **"26"**; the microwave oven as **"16"**; the cash as **"20"**; the typewriter as **"23"**; the shotgun as **"13"**; and the bicycle as **"04"**. Items (13) and (14), i.e., the two credit cards and 10 blank bank checks, should be combined with Item (1), the stamp collection, and entered as **"77"**.

Example (2): If a house was destroyed by arson and the homeowners are away on an overseas trip making it impossible to determine the property loss until they return, enter **"88"** = Pending Inventory. [Note: An updated Property Section with entries describing the type(s) of burned property should be submitted when the results of the inventory are subsequently learned.]

(2) Type Property Loss/Etc. - This section is to be used to describe the type(s) of property loss, recovery, seizure, etc., which occurred in an incident.

Authorized entries: (enter one per Property Section)

- 1** = None
- 2** = Burned (includes damage caused in fighting the fire)
- 3** = Counterfeited/Forged
- 4** = Destroyed/Damaged/Vandalized
- 5** = Recovered (to impound property which was previously stolen)
- 6** = Seized/Impound (to impound property which was not previously stolen)
- 7** = Stolen (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.)
- 8** = Unknown
- 9** = Lost& Found - includes property which was turned in as lost & found.

Example (1): For Arson, the entries might be **"1"** = None (an attempt with no property burned), **"2"** = Burned (property burned), or **"8"** = Unknown (not known whether property burned).

Example (2): For Burglary, the entries might be **"1"** = None (an attempted burglary, or the structure was entered but no property was taken), **"7"** = Stolen (property was taken), **"5"** = Recovered (stolen property was recovered), **"8"** = Unknown (it is not known whether property was taken).

Example (3): If the same incident involved both Arson and Burglary, the choices of property loss/etc. codes shown in Examples (1) and (2) would be applicable, depending on the circumstances.

(3) Quantity (QTY) - Self-explanatory

If several items of property have the same description they may be listed on the same property line. The quantity of these similar items should be entered. If unknown, leave blank.

Example: Two victims had their bicycles stolen at the same time and place - one was worth \$300 and the other \$150. **"04"** = Bicycles should be entered into *Property Description Code*, **"7"** = Stolen is entered in to the *Type Code* and their total value **"450"** (\$300 + \$150 = \$450) into *Value*.

(4) Description - Enter a brief description of item

Example: Computer; Video Camera, Wedding Ring, Dining Table, etc.

(5) Make/Model - List the make/model of the item

Example: IBM Select III, Canon AE-1, Seiko, Motorola, etc.

(6) Size - Enter the approximate size of item

Example: Ring - "10", Shoe - "12D", Clothing - "Small", etc.

(7) Serial # - Self-explanatory

If unknown, leave blank

(8) Color - Enter the most predominant color

If unknown, leave blank

(9) Value - Used to enter the total dollar values of the property which was burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., as a result of the incident.

The value should be reported in whole dollars. The value entered for each property description should be the total value of the property loss/etc. for all of the **victims in** the incident. If the value is unknown, enter one dollar (\$1.00) which means unknown, i.e., **"1"** = Unknown.

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If drugs or narcotics were seized in a drug case, no value is to be entered, but the estimated quantity of the drugs/narcotics is to be reported. Therefore, when the offense is **Drug/Narcotic Violations**, "6" = Seized/Impounded was entered into *Type of Loss, Etc.*, and "10" = Drugs/Narcotics was entered into *Property Description Code*, **no value** is to be entered the *Drug Type*, *Est. Quantity*, and *Measurement* are to be used instead.

However, when drugs or narcotics are involved in **other types of crime** (e.g., they were stolen through burglary, robbery, theft, etc., or destroyed by arson) their value is to be entered and *Drug Type*, *Est. Quantity*, and *Measurement* are to be left blank.

Example (1): In Example (1) given under the *Property Description Code* (4.,a.) above, the values for each specifically coded property should be entered as follows: "**5,800**" for code "17" (the jewelry and silverware); "**1,800**" for code "07" (the personal computer); "**1,500**" for code "06" (the clothes); "**1,100**" for code "26" (the TV and VCR); "**400**" for code "16" (the microwave oven); "**350**" for code "20" (the cash); "**250**" for code "23" (the typewriter); "**150**" for code "13" (the shotgun); "**100**" for code "04" (the bicycle); and "**10,000**" for code "77" (the stamp collection, the two credit cards, and the ten blank checks).

Example (2): In Example (1) given for *Property Description Code*, above, since a determination of the property loss must await an inventory, "**1**" (\$1.00) = Unknown should be entered into *Value*. [Note: An updated Property Section with appropriate property loss values should be submitted after the results of the inventory are learned.]

(10) **Secured/Unsecured** - Used to identify if property was secured or unsecured. If unknown, leave blank.

Authorized entries: (select only one)

S = Secured

U = Unsecured

(11) **Owner** - Enter the owner of the property code for all property.

Authorized entries: (select only one)

A = Federal Government

B = State Government

C = City Government

D = County Government

E = Foreign Government

F = Private or Personnel Owner

Example: Property is seized as evidence from a suspect listed as Suspect-02, which belongs to Victim-01, the "**F**" code should be entered as the property belongs to a private or personal owner.

(12) **Disposition of Property** - Used to describe the disposition of the property held by the security department or provost marshal.

Authorized entries: (select only one)

E = Evidence - self-explanatory

S = Safekeeping - property listed as lost and found

R = Return to Owner - property listed as stolen or recovered and not required as

evidence

(13) **#Veh. Recovered** - Enter only if incident involves a stolen auto(s) and enter only the number of vehicles recovered in this report.

(14) **Date Recovered** - If previously stolen property is recovered, the Year, Month and Day (YYYY/MM/DD) of recovery is to be entered into this block. Accordingly, this block is to be used only if "5" - Recovered is entered into *Type Property Loss/Etc.*.

If there is more than one date of recovery for the same *Property Description Code*, enter the earliest date. If the recovery date is unknown, enter the date of the report.

Example: On March 28, 1989, three cars were stolen from a used car lot. One of the cars was recovered on July 1, 1989. On July 24, 1989, a second car was recovered. The date entered should be **"1989/07/01"**.

(15) **Suspected Drug Involvement** - Complete these blocks only if one of the offenses in an incident was **Drug/Narcotic Violations**, "6" = Seized was entered into *type Property Loss/Etc.*, and "10" = Drugs/Narcotics was entered into *Property Description Code*. Do not complete when drugs or narcotics were **burned, stolen, etc.**, in connection with other offenses, such as Arson, Burglary/B&E, Larceny/Theft, etc.

Up to three types of drugs/narcotics can be entered. If more than three are involved, the two most important (as determined by the reporting agency taking into account the quantity, value, and toxicity of the drugs/narcotics) are to be reported under their applicable drug types and the remaining drugs/narcotics are to be entered as a single **"X"** = Over 3 Drug Types entry.

(a) **Drug Type** - Enter the suspected types of drugs or narcotics that were seized in a drug case. Therefore, it is used only if one of the offenses in the incident was **Drug/Narcotic Violations**, "6" = Seized was entered into *Type Property Loss/Etc.*, and "10" = Drugs/Narcotics was entered into *Property Description Code*.

Authorized entries: (enter up to 3)

A = "Crack" Cocaine

B = Cocaine (all forms except "Crack")

C = Hashish

D = Heroin

E = Marijuana

F = Morphine

G = Opium

H = Other Narcotics: Codeine; Demerol; Dihydromorphinone or Dilaudid; Hydrocodone or Percodan; Methadone; etc.

I = LSD

J = PCP

K = Other Hallucinogens: BMDA or "White Acid"; DMT; MDA; MDMA; Mescaline or Peyote; Psilocybin; STP; etc.

L = Amphetamines/Methamphetamine

M = Other Stimulants: Adipex, Fastine, and Ionamin (Derivatives of Phentermine); Benzedrine; Didrex; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate; etc.

N = Barbiturates

O = Other Depressants: Glutethimide or Doriden; Methaqualone or Quaalude; Pentazocine or Talwin; etc.

P = Other Drugs: Antidepressants (Elavil, Triavil, Tofranil, etc.); Aromatic

Hydrocarbons; Propoxyphene or Darvon; Tranquilizers (Chlordiazepoxide or Librium, Diazepam or Valium, etc.); etc.

U = Unknown Type Drug

X = Over 3 Drug Types

Example: In a drug case, the following drugs were seized: (1) 1.5 kilograms of "Crack"; (2) 2.125 pounds of Marijuana; (3) 2.0 liquid ounces of Morphine; and (4) 500 Valium capsules. The "Crack" was entered as "**A**" and the Marijuana as "**E**". The Morphine and Valium were coded as a single "**X**" entry because more than three types of drugs were seized.

(b) **Estimated Drug Quantity** - Used to indicate the quantity of drugs or narcotics seized in a drug case.

Enter the number of whole pounds, ounces, grams, etc., and three more characters are available to enter the decimal amount. A decimal point must be entered to separate the whole and decimal amounts.

Example: In the example given above, the entries should be "**1.5**" for the "Crack" and "**2.125**" for the Marijuana. No "quantity" entries should be made for the Morphine or Valium because it is entered beyond the three drug types. If within the three drug types, the quantity would be entered.

(c) **Measurement** - Enter the type of measurement used in quantifying drugs or narcotics seized in a drug case.

Authorized entries: (enter up to 3)

WEIGHT CAPACITY UNITS

GM = Gram

ML = Milliliter

DU = Dosage Units/Items*

KG = Kilogram

LT = Liter

NP = Number of Plants**

OZ = Ounce

FO = Fluid Ounce

LB = Pound

GL = Gallon

*Number of capsules, pills, tablets, etc.

**E.g., Marijuana plants (bushes), etc.

Example: In the example give above, the entries should be "**KG**" for the "Crack" and "**LB**" for the Marijuana. No entries should be made for the Morphine or Valium.

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d. **VICTIM SECTION** - is to be used for the recording of information describing the victim(s) of an offense. A victim section should be completed for each victim associated with an offense. Additional victims should be listed on the "Incident Report Addendum - Victim" (OPNAV 5580/1D).

(1) **Victim Number (Sequence)**- Each victim in an incident is to be assigned a sequence number from "001" to "999." A separate "Victim Section" is to be submitted for each numbered victim.

Example: If there were three victims in the incident, three Victim Sections should be submitted -- one with Victim Number "**001**", another with "**002**", and the last with "**003**". Victims 002 and 003 will be listed on the "Incident Report Addendum - Victim" form.

(2) **DD 2701 Issued** - Select either Yes or No, if the Victim/Witness Assistance Rights Pamphlet (Form DD 2701) is issued to victim.

(3) **Victim Related to Offense #:** - Select the appropriate boxes to indicate specific offense(s) associated with this victim. More than one box may be selected if victim is related to additional offenses. Up to 10 offenses boxes may be selected per victim.

Example: Victim 001 is related to *Offense No. 1*, Simple Assault, however not related to *Offense No. 2*, only box number "**1**" should be selected. However, if Victim 001 is related to both offenses, both boxes "**1**" and "**2**" should be selected.

(4) **Victim Related to Suspect#** - Select the appropriate boxes to indicate the victims association with which suspect(s) number. More than one box may be selected if victim is related to additional suspect. Up to 10 suspect number boxes may be selected per victim.

Example: Victim 001 is related to *Suspect No. 1*, Simple Assault, however not related to *Suspect No. 2*, only box number "**1**" should be selected. However, if Victim 001 is related to both suspects, boxes "**1**" and "**2**" should be selected.

(5) **Last Name, First, Middle** - Refer to Complainant Section

(6) **SSN/Alien Registration Number** - Refer to Complainant Section

(7) **Grade/Rank** - Refer to Complainant Section

(8) **Branch of Service** - Refer to Complainant Section

(9) **Status** - Refer to Complainant Section

(10) **Duty Station/Employer (include Department/Command/Division/Unit, etc.)** - Refer to Complainant Section

(11) **UIC/RUC (Unit Identification Code/Reporting Unit Code)** - Refer to Complainant Section

(12) **Work Phone** - Refer to Complainant Section

(13) **Address** - Refer to Complainant Section

(14) **City** - Refer to Complainant Section

(15) **State** - Refer to Complainant Section

(16) **Zip Code** - Refer to Complainant Section

(17) **DOB (Date of Birth)** - If the victim was a person (i.e., "I" = Individual was entered into *Type of Victim*), enter the individual's date of birth, (Year, Month, Day) (YYYY, MM, DD). If unknown, enter "**UNK**".

Example: If the victim was born on April 11, 1965, the entry should be "**1965/04/11**".

(18) **POB (Place of Birth)** - If the victim was a person (i.e., Individual was selected in the *Type of Victim* block), enter the victim's place of birth (City, State or City, Country). If unknown, leave blank.

Example 1: If the victim was born in San Antonio, Texas, the entry should be "**San Antonio, TX**".

Example 2: If the victim was born in Naples, Italy, the entry should be "**Naples, Italy**".

(19) **Sex** - If the victim was a person (i.e., Individual was select in the *Type of Victim* block), select the box that indicated the victim's sex.

Authorized entries: (enter only one)

Male

Female

Unknown

Example: If the victim was a male, select "**Male**".

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(20) **Race** - If the victim was a person (i.e., Individual was selected in the *Type of victim* block), select the box that indicates the victim's race.

Authorized entries: (enter only one)

White

Black

American Indian/Alaskan Native

Asian/Pacific Islander

Unknown

Example: If the victim was a white person, select "**White**".

(21) **Ethnicity** - If the victim was a person (i.e., Individual was selected in the *Type of Victim* block), select the appropriate box that indicates the victim's ethnic origin.

Authorized entries: (enter only one)

Hispanic Origin

Not of Hispanic Origin

Unknown

Example: If the victim was not of Hispanic origin, select "**Not of Hispanic Origin**".

(22) **Resident Status** - If the victim was a person (i.e., Individual was selected in the *Type of Victim* block), select the appropriate box indicating the victim's residency status.

A "Resident" is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime took place. [Note: State and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions.]

Authorized entries: (enter only one)

Resident

Nonresident

Unknown

Example (1): If the victim was robbed on Naval Base San Diego, California, where he is assigned to the Admin Department, select "**Resident**".

Example (2): If the victim was a business (i.e., Business was selected in the *Type of Victim* block), leave block blank.

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(23) **Type of Victim** - Select the appropriate block to indicate the type of victim. Select only one entry per victim.

Authorized entries: (enter only one)

Individual
Business
Financial Institution
Government
Religious Organization
Society/Public
Other
Unknown

Example: During a credit union robbery, the offender pointed a gun at a teller and demanded and received money. The robber also pistol whipped a customer who stood in his way as he made his getaway from the credit union. There were three (3) victims, i.e., the credit union (Financial Institution), the teller (Individual), and the pistol-whipped customer (Individual). Therefore, their codes should be entered into their respective Victim Sections.

(24) **Aggravated Assault Circumstances** - Select the appropriate box(es) that describes the circumstances of either an aggravated assault or a homicide. Complete this box only if an Aggravated Assault.

Authorized entries: (enter up to 2)

Argument
Assault on Law Enforcement Officer(s)
Drug Dealing
Gangland
Juvenile Gang
Lovers' Quarrel/Domestic
Other Felony Involved
Other Circumstances
Unknown Circumstances

Example: Two rival juvenile street gangs rumble over "turf" rights to sell drugs and one of the gang members was beaten and stabbed with a knife. Possible selections are "**Argument**", "**Drug Dealing**", and "**Juvenile Gang**". While all three would apply, there is a limit of two entries. Therefore, the two most descriptive codes should be used. In this case, "**Drug Dealing**" and "**Juvenile Gang**".

(25) **Injury Type** - Select the box(es) that describe the type(s) of bodily injury suffered by a person (i.e., "I" = Individual was entered into *Type of Victim*) who was the victim of one or more of the following offenses:

Kidnaping/Abduction
 Forcible Rape
 Forcible Sodomy
 Sexual Assault With An Object
 Forcible Fondling

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Robbery
Aggravated Assault
Simple Assault
Extortion/Blackmail

Authorized entries: (enter up to 5)

None
Broken Bones
Possible Internal Injury
Severe Laceration
Minor Injury
Major Injury
Loss of Teeth
Unconsciousness

Example (1): The offender assaulted the victim with a tire iron, breaking the victim's arm and opening up a cut about 3 inches long and 1-inch deep on his back. The entries should be ***Apparent Broken Bones*** and ***Severe Laceration***.

Example (2): The victim, a respected religious figure, is blackmailed regarding his sexual activities. As he suffered no physical injury, the entry should be ***None***.

(26) **Relationship(s) of Victim to Suspect(s)** -This section is used to report the relationship between the victim and the suspect who committed a "Crime Against Person". Therefore, this section is to be used only if one or more of the following offenses:

Murder and Non-negligent Manslaughter
Negligent Homicide
Justifiable Homicide
Kidnaping/Abduction
Forcible Rape
Forcible Sodomy
Sexual Assault With An Object
Forcible Fondling
Robbery
Aggravated Assault
Simple Assault
Intimidation
Incest
Statutory Rape

This section is to be used to indicate the victim's relationship with up to 10 suspects involved in the incident. If multiple suspects are involved in a offense the *Suspect/Arrestee Number* should be entered into the box next to the *Relationship of Victim to Suspect*.

Authorized entries: (enter up to 10)

WITHIN FAMILY:

Victim Was Spouse
Victim Was Common-Law Spouse
Victim Was Parent
Victim Was Sibling (brother or sister)

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Victim Was Child
Victim Was Grandparent
Victim Was Grandchild
Victim Was In-law
Victim Was Stepparent
Victim Was Stepchild
Victim Was Step Sibling (stepbrother or stepsister)
Victim Was Other Family Member

OUTSIDE FAMILY BUT KNOWN TO VICTIM:

Victim was Acquaintance
Victim was Friend
Victim was Neighbor
Victim was Babysittee (the baby)
Victim was Boyfriend/Girlfriend
Victim was Child of Boyfriend or Girlfriend
Homosexual Relationship
Victim was Ex-Spouse
Victim was Employee
Victim was Employer
Victim was Otherwise Known

NOT KNOWN BY VICTIM:

Relationship Unknown
Victim was Stranger

Example (1): An employee assaulted his employer (a person) with his fists. *Victim Was Employer* should be selected.

Example (2): Two unknown suspects rob a male and female couple. *Victim Was Stranger* should be entered to indicate the relationship of each victim to each offender.

Example (3): The victim is assaulted by two suspects, Suspect #1 is the victim's brother and Suspect #2 was the victim's friend. In the box next to ***Sibling***, enter "***01***", in the box next to ***Friend***, enter "***02***"

f. **WITNESS/SPONSOR SECTION** - This section is used for the recording of information describing a witness(es) or sponsor(s) of an incident/offense **only when the witness(es)/sponsor(s) is not the victim or complainant**. A witness/sponsor section should be completed for **each witness or sponsor associated with an offense**. If there is no witness(es) or sponsor(s) leave section blank. Additional witnesses/sponsors will be listed on the "Incident Report Addendum- Complainant/Witness/Sponsor" (OPNAV 5580/1C).

(1) **Type/Sequence Number** - Select either Witness or Sponsor to identify the individual as related to the incident report. Each witness or sponsor in an incident is to be

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assigned a sequence number from "01" to "99." This number will be entered in the dashed box. A separate "Witness/Sponsor Section" is to be submitted for each numbered witness.

(2) **DD 2701 Issued** - Refer to Victim Section

(3) **Last Name, First, Middle** - Refer to Complainant Section

(4) **SSN/Alien Registration Number** - Refer to Complainant Section

(5) **Grade/Rank** - Refer to Complainant Section

(6) **Branch of Service** - Refer to Complainant Section

(7) **Status** - Refer to Complainant Section

(8) **Duty Station/Employer (include Department/Command/Division/Unit, etc.)** - Refer to Complainant Section

(9) **UIC/RUC (Unit Identification Code/Reporting Unit Code)** - Refer to Complainant Section

(10) **Work Phone** - Refer to Complainant Section

(11) **Address** - Refer to Complainant Section

(12) **City** - Refer to Complainant Section

(13) **State** - Refer to Complainant Section

(14) **Zip Code** - Refer to Complainant Section

g. **SUSPECT/ARRESTEE SECTION** - This section is used for the recording of information describing suspects and arrestees of an incident/offense. When an arrest is made, Suspect and Arrestee information must be completed. As much of the information is the same for both Suspect and Arrestee, these sections have been merged into one. Additional Suspects/Arrestees should be listed on the "Incident Report Addendum - Suspect/Arrestee" (OPNAV 5580/1E).

(1) **Suspect/Arrestee Situations.**

(a) **Incident Report - No Arrest** - If an incident/offense is reported but no arrest is completed complete all information in the Suspect/Arrestee Section with the exception of the Arrestee Only section (i.e., shaded area located on page 4 of the IR or the Suspect/Arrestee Addendum Sheet). The following additional blocks must be completed: *Sex, Race, DOB*. If additional suspects are involved complete additional Suspect/Arrestee Sections. If suspect is unknown, an "Suspect/Arrestee Sequence Number" must be entered in the *Suspect/Arrestee #*: block (e.g., **01**) and the value for "**Unknown**" checked or entered in the *Sex, Race, and DOB* blocks. If the exact number of suspects is unknown, "**00**" must be entered into the *Suspect/Arrestee #*: block.

(b) **On-View Arrest** - If an arrest is made on view before an incident report is submitted complete all information in the Suspect/Arrestee Section for all Arrestees.

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(c) **Arrest after Report** - If arrest is made after the incident report has been submitted submit a supplemental report and complete only those blocks not completed on the initial report. The same case number will be used for all supplemental reports. Complete all information in the Suspect/Arrestee Section not listed in the initial incident report (i.e., Arrestee Only section, name, grade/rank, etc.).

(2) **Section Completion.**

(a) **Suspect/Arrestee** - Select the appropriate box(es) to identify the individual listed in this section as either a suspect or an arrestee. If the individual is a suspect and is also arrested both blocks should be checked. See explanations above for various situations.

Example: An individual is observed by security patrolman breaking into a parked vehicle, the suspect is arrested by the patrolman, both the *Suspect* and *Arrestee* blocks should be checked.

(b) **Type/Sequence Number** - Select either Suspect or Arrestee to identify the individual as related to the incident report. Each suspect/arrestee in the incident is to be assigned a sequence number from "01" to "99." A separate "Suspect/Arrestee Section" is to be submitted for each numbered offender. If nothing is known about the suspect(s), enter "**00**" and leave the remaining information in this section blank.

Example (1): A corpse was found in an abandoned warehouse. There were no witnesses to the crime or suspects. A single "Suspect/Arrestee section" should be submitted with "**00**" entered into *Suspect/Arrestee #*: and the rest of the section is left blank.

Example (2): Two offenders were seen fleeing the scene of a burglary, but because they were wearing ski masks, their age, sex and race could not be determined. Two "Suspect/Arrestee sections" should be submitted -- one with *Suspect/Arrestee #*: "**01**" and the other with "**02**". "**Unknown**" should be selected or entered into *Sex*, *Race*, and *DOB* blocks.

(c) **Suspect/Arrestee Related to Offense #** - Fill in the appropriate boxes to indicate specific offense(s) associated with the suspect or arrestee. More than one box may be selected if suspect/arrestee is related to additional offenses. Up to 10 offense boxes may be selected per suspect/arrestee.

Example: Suspect 01 is related to *Offense No. 1*, Simple Assault, however not related to *Offense No. 2*, only box number "**1**" should be selected. However, if Suspect 01 is related to both *offenses*, boxes "**1**" and "**2**" should be selected.

(d) **Involvement** - Select the appropriate box to indicate the suspect/arrestee involvement in the commission of the offense.

Authorized entries: (select only one)

Principal - selected if the suspect/arrestee acted alone in the commission of the offense

Conspirator - selected if the suspect's/arrestee's only involvement was as a conspirator in this crime

Accessory - selected if the suspect/arrestee is not considered the chief actor in the offense, nor was he present at its performance, but he is considered as contributing or aiding in the commission of the offense

Solicitor - select if the suspect/arrestee solicited or advised another person or persons to commit a offense

(e) **Last Name, First, Middle** - Refer to Complainant Section

(f) **SSN/Alien Registration Number** - Refer to Complainant Section

(g) **Grade/Rank** - Refer to Complainant Section

(h) **Branch of Service** - Refer to Complainant Section

(i) **Status** - Refer to Complainant Section

(j) **Duty Station/Employer (include Department/Command/Division/Unit, etc.)** - Refer to Complainant Section

(k) **UIC/RUC (Unit Identification Code/Reporting Unit Code)** - Refer to Complainant Section

(l) **Work Phone** - Refer to Complainant Section

(m) **Address** - Refer to Complainant Section

(n) **City** - Refer to Complainant Section

(o) **State** - Refer to Complainant Section

(p) **Zip Code** - Refer to Complainant Section

(q) **Hair Color** - Enter the predominant natural hair color. The color observed should be checked against the color shown on the individual's identification card or drivers license. If the hair has been dyed, make an appropriate entry, such as "brown-dyed red". If the person is completely bald (be alert for wigs and toupees), enter "**Bald**". In the case of partial baldness, the color of the hair is entered and a remark is made in the *Identifying Marks* block on the extent of baldness.

(r) **Eye Color** - Enter the color of the iris of the eye. It is incorrect to enter the condition, such as "bloodshot". If unknown, leave blank.

Authorized entries:

BRN - Brown

BLU - Blue

HAZ - Hazel

GRN - Green

GRY - Gray

(s) **Height** - Enter the Suspect's/Arrestee's height in feet and inches (e.g., **6'2"**).
If unknown, leave blank

(t) **Weight** - Enter the Suspect's/Arrestee's weight in pounds (e.g., **180**). If
unknown, leave blank

(u) **DOB (Date of Birth)** - Refer to Victim Section

(v) **POB (Place of Birth)** - Refer to Victim Section

(w) **Alias (AKA)** - Enter known alias used by Suspect/Arrestee. If none or
unknown leave blank

Example: Individual's real name is "Joseph Doe" however he has also
gone by the name "John Doe". **"JOHN DOE"** should be entered in the *Alias* block.

(x) **Sex** - Refer to Victim Section

(y) **Race** - Refer to Victim Section

(z) **Ethnicity** - Refer to Victim Section

(aa) **Resident Status** - Refer to Victim Section

(bb) **Description** - Select all appropriate box(es) as they apply to the description
of the suspect/arrestee

(cc) **Identifying Marks** - Enter any identifying marks, such as partial baldness,
scars and tattoos together with their location on the body and a brief description. Give a word
description rather than a diagram or picture. If there are no identifying marks leave blank.

Example (1): ***Partially bald, 2" diameter back of head***

Example (2): ***Tattoo, Heart, right bicep***

Example (3): ***Scar, 3" left inner wrist***

(dd) **Type of Arrest** - Indicate how the Arrestee was arrested.

Authorized entries: (enter only one)

On-View (taken into custody without a warrant or previous incident
report)

Summoned/Cited (not taken into custody)
Taken Into Custody (based on warrant and/or previously submitted
incident report)

Example (1): The subject was arrested while in the act of soliciting for prostitution on a street corner. The entry should be "***On-View Arrest***".

Example (2): The suspect was served with a traffic summons to appear in court. The entry should be "***Summoned/Cited***".

Example (3): The subject was taken into custody as the result of a complaint being filed. The entry should be "***Taken Into Custody***".

(ee) **Date Arrested** - Enter the Year, Month, Day (YYYY/MM/DD) when the arrest took place.

Example: If the subject was arrested on July 23, 1989, the entry should be "***1989/07/23***".

(ff) **Multiple Clearance** - Indicate whether or not the arrest of the Arrestee resulted in the clearance of more than one previously reported incident/offense within the jurisdiction served by the security department. If so, it is important to indicate that there was only one Arrestee responsible for the Multiple clearances of previously reported incident/offense.

This is done by entering Multiple into all but one of the *Arrestee Only* section used to update the affected Incident Reports, and by entering Count Arrestee into the remaining *Arrestee Only* sections. If the arrest did not result in multiple clearances, enter Not Applicable.

Authorized entries: (enter one per Arrestee Only Section)

Multiple
Count Arrestee
Not Applicable

Example (1): After the suspect's arrest for robbery, it was learned that he was also responsible for five additional robberies within the jurisdiction of Naval Base Norfolk. One *Arrestee Only* section was marked "***Count Arrestee***". The other Five robberies the suspect was responsible for are marked "***Multiple***".

Example (2): If the suspect's arrest did not clear additional incidents, the entry should be "***Not Applicable***".

(gg) **Arrestee Was Armed With** - Indicate whether the Arrestee was armed with a commonly known weapon at the time of his/her arrest. Up to two entries may be made.

If the weapon was an "automatic" firearm, an "A" will be entered into the block next to the appropriate weapon. Refer to the "Offense Section" for definition of "Automatic Firearm".

Authorized entries: (enter up to 2)

Unarmed
Handgun
Rifle
Shotgun
Lethal Cutting Instrument (e.g., switchblade knife, martial arts "stars,"
etc.)
Club/Blackjack/Brass Knuckles

Other

Example (1): When the suspect was Arrested, he had in his possession a .357 Magnum handgun and a penknife. The entry should be ***“Handgun”***. Because a small pocket knife is not generally considered to be a "weapon," it does not qualify for reporting.

Example (2): The suspect resisted arrest using a liquor bottle and a chair as weapons before being subdued. The entry should be ***“Unarmed”***. Although the subject used items as weapons, they were not commonly known weapons. This information should be entered into the Narrative Section of the Incident Report.

(hh) **Disposition of Juvenile**- Complete this block only if the arrestee was 17 years of age or younger at the time of the arrest.

Authorized entries: (enter only one)

Handled Within Department (e.g., released to parents, released with warning etc.)

Referred to Other Authority (e.g., turned over to juvenile court, probation department, welfare agency, other police agency, criminal or adult court, etc.)

Example (1): The suspect, age 13, who was arrested for vandalizing a school, was released to his parents with a warning. ***“Handled Within Department”*** would be selected.

Example (2): The suspect, age 17, who was arrested for murder, was turned over to civilian authorities to be tried as an adult. ***“Referred to Other Authorities”*** would be selected..

h. **SECURITY POLICE SECTION** - This section is used for the recording of information describing the responding/reporting security police officer's/ Military Polices to the incident/offense. List additional security police personnel in the Narrative Section of Incident Report.

(1) **Last Name, First, Middle** - Refer to Complainant Section

(2) **Grade/Rank** - Refer to Complaint Section

(3) **Duty Station/Employer (include Department/Command/Division/Unit, etc.)** - Refer to Complainant Section

(4) **Badge #:** - Enter the individual security police officer's badge number, if assigned. If no badge number is assigned leave blank.

i. **NARRATIVE SECTION** - This section is for the recording of additional information not listed elsewhere in the Incident Report. This section should list the chronology of events including the specific elements of the offenses reported in the *Offense Section* of the same Incident Report. Use "Incident Report Addendum - Narrative Section" (OPNAV 5580/1B) if additional space is needed. Also note any evidence that was collected in this investigation with a brief description of articles that are listed on the Evidence/ Property Custody Receipt (OPNAV 5580/22).

Example: The victim was unconscious face down in the grass with her head to the north and her feet towards the south. The contents of her purse were dumped on the ground, approximately 15' west of her left shoulder.

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Evidence Example: *Item (1) One 12" X 12" Blue Bandana*

(1) **Enclosure(s).**

(a) **Enclosure #:** - Enter the enclosure number of attached supporting documents (i.e., 01).

(b) **Description** - Enter a brief description of attached supporting documents, (i.e., statements, photographs, sketches, etc.).

Example: *(01) Statement of Williamson (witness)*

(02) Rough Sketch of Crime Scene

j. **REPORTING/APPROVING OFFICIALS** - This section is used to record information concerning the individual preparing and approving the Incident Report.

(1) **Reporting Official** - Enter the typed or printed name, rank, title and signature of the individual who prepared the Incident Report.

Example: *John A. Adams, E-5, Patrolman*

(2) **Approving Official** - Enter the typed or printed name, rank, title, and signature of the supervisor who reviewed and approved the contents of the Incident Report.

Example: *John A. Adams, E-8, Asst. Security Officer*

k. **ADMINISTRATIVE DISPOSITION SECTION** - This section is used to record administrative information concerning the distribution and referral of Incident Reports to other departments or commands for further investigation, administrative processing (i.e., non-judicial punishment, Article 15) or judicial proceedings (i.e., Court-Martial, civilian judicial system). This section should **only** be completed by the security department Admin Division or the Approving Official.

(1) **Incident Status** - Select the block that best describes the status of the incident

Authorized entries: (enter one only)

Unfounded

Cleared by Arrest

Cleared Exceptionally - if selected, the Cleared Exceptionally section must be completed.

(2) **Cleared Exceptionally** - It is used to indicate whether or not the incident was cleared exceptionally. If not, Not Applicable is to be entered. In a multiple-offense incident, the exceptional clearance of one offense, clears the entire incident. An incident cannot be cleared exceptionally if it was previously or at the same time cleared by an arrest, i.e., if an Arrestee Section was or is being submitted. In order to clear an offense by exceptional means, the following four conditions must be met: (1) the investigation must have clearly and definitely established the identity of at least one offender; (2) sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender; (3) the exact location of the offender must be known so that an arrest could be made; and (4) there must be a reason outside the control of law enforcement which prevents the arrest, i.e., one of the authorized entries below with the exception of Not Applicable below:

Authorized entries: (enter only one)

Death of Offender

Prosecution Declined (by the prosecutor for other than lack of probable cause)

Extradition Denied

Victim Refused to Cooperate (in the prosecution)

Juvenile/No Custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense)

Not Applicable (not cleared exceptionally)

Example (1): If an incident was not cleared by either an arrest or exceptional means by the time an initial Incident Report was submitted, then ***“Not Applicable”*** should be entered.

Example (2): If, after an Incident Report was submitted, an offender was arrested, the previously submitted report should be updated with an Arrestee Section. The incident will be automatically cleared when the Arrestee Section is received at the FBI. This data element should still contain ***“Not Applicable”***.

Example (3): Suppose an Incident Report was submitted and the offender was later arrested, but the victim refused to testify and there were no other witnesses. The previously submitted Incident Report should be updated, by submitting a Supplemental Incident Report, to change the contents of this block from ***“Not Applicable”*** to ***“Cleared Exceptionally”*** and check the block ***“Victim Refused to Cooperate”***.

(3) **Date Cleared** - If an incident was cleared by exceptional means (i.e., a entry other than Not Applicable was entered into the *Cleared Exceptionally* block), the Year, Month, Day (YYYY/MM/DD) when the incident was cleared is to be entered.

Example: The incident was cleared on May 27, 1989. It was entered into the computer system on April 6, 1989. The date ***“1989/05/27”*** should be entered.

(4) **Referred To/Assumed By:** - Select the appropriate box that describes the organization the Incident Report was referred to and/or assumed by. If known, enter the organization's Case #: . If unknown, leave blank.

Authorized entries: (select only one)

NCIS - Naval Criminal Investigative Service

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INVESTIGATIONS - Security Department's/Provost Marshall Offices investigations division (i.e., command investigations, Military Police Investigator).

LOCAL POLICE - Local police (i.e., local, state, sheriff). Include Foreign local police organizations.

Other (Specify) - Army CID, Air Force OSI, Marine Corps CID, FBI, ATF, U.S. Customs Service, etc.

(5) **Distribution:** - Select the appropriate box(es) that identify the organizations/departments, etc. the Incident Report was distributed.

Authorized entries: (select all that apply)

Commanding Officer/Officer-in-charge

Legal Officer/Staff Judge Advocate

Family Advocacy

Equal Opportunity

Medical/Mental Health

Drug & Alcohol (DAPA)

Other

APPENDIX D
TABLE OF OFFENSES

1. Offenses

The following table lists offenses to be captured by NIBRS and categorized for reporting crimes and offenses consistently nationwide. State statutes are very specific in defining elements of crimes so that persons facing prosecution know the exact charges levied against them. This list of offenses for NIBRS to be utilized with this OPNAV 5580/1 form are generic enough not to exclude varying state statutes relating to the same type of "crime," yet narrow enough to elicit consistent responses nationwide.

Accordingly, the common-law definitions found in Blacks Law Dictionaries, as well as those used in the Uniform Crime Reporting Handbook, the NCIC Uniform Offense Classifications, and the Marine Corps Law Enforcement Manual, MCO P5580.2A (Notal) provided the definitions for these guidelines. Since most State statutes are based on the common-law definitions, even though they may vary as to specifics, most should fit into the corresponding NIBRS offense classifications.

If a State statute for an offense includes additional offenses not included in this list, the nonconforming offenses will be reported according to their State or local classification. For example, some States have "Larceny" statutes which are so broadly worded that they include the crime of "Embezzlement." If an embezzlement is perpetrated within such a State, it should be reported to NIBRS as Embezzlement, not Larceny.

The original IR and exhibits, if exhibits are part of the IR, which report incidents that fall under case categories listed in paragraph 3 involving any of the enumerated UCMJ punitive Articles listed in paragraph 4, will be forwarded to NCISHQ.

Additionally, an offence involving any of the UCMJ Articles listed in paragraph 4 requires that two sets of linked fingerprints be taken of the offender, and that the prints be forwarded to NCIS per SECNAVINST 5580.1.

2. Table of Offenses

<p style="text-align: center;">-A-</p> <p>Arson Assault Assault, Intimidation Assault, Simple Assault Assault, Aggravated Assault Assault, Simple Assault (Constructive)</p> <p style="text-align: center;">-B-</p> <p>Breaking and Entering Breaking and Entering Bribery</p> <p style="text-align: center;">-C-</p> <p>Counterfeiting Curfew</p> <p style="text-align: center;">-D-</p> <p>Destruction Disorderly Conduct Driving Under the Influence Drug equipment/paraphernalia Drug/Narcotic Offenses Drunkenness</p>	<p style="text-align: center;">-E-</p> <p>Embezzlement Extortion/Blackmail</p> <p style="text-align: center;">-F-</p> <p>Family Offenses, Nonviolent Forgery Fraud Fraud, Welfare Fraud Fraud, Wire Fraud Fraud, Bad Checks Fraud, False Pretenses Fraud, Confidence scams Fraud, credit card/ATM Fraud Fraud, Impersonation</p> <p style="text-align: center;">-G-</p> <p>Gambling Gambling Equipment Violations Gambling, Betting/Wagering Gambling, Operating/Promoting/Assisting Gambling, Sports Tampering</p>
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<p style="text-align: center;">-H-</p> <p>Homicide Homicide, Murder (non-negligent Manslaughter) Homicide, Negligent Manslaughter Homicide, Justifiable</p> <p style="text-align: center;">-K-</p> <p>Kidnaping/Abduction</p> <p style="text-align: center;">-L-</p> <p>Liquor Law Violations Loitering</p> <p style="text-align: center;">-P-</p> <p>Property Damage</p>	<p style="text-align: center;">-T-</p> <p>Theft Theft, Larceny Theft, Theft from a coin operated machine or device Theft, shop-lifting Theft, Burglary Theft, Theft from Motor Vehicle Theft, Pocket-picking Theft, Purse snatch Theft, Theft of Motor Vehicle Parts and Accessories Theft, Theft from a building (non-burglary) Theft, Motor Vehicle Theft Trespass of Real Property</p> <p style="text-align: center;">-V-</p> <p>Vagrancy Vandalism</p>
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Prostitution Prostitution, Assisting or Promoting <p style="text-align: center;">-R-</p> Receipt of Stolen Property Robbery Runaway <p style="text-align: center;">-S-</p> Sex Offense, Sodomy Sex Offense, Incest Sex Offense, Rape Sex Offenses, Pornography (Obscene Material) Sex Offense, Forcible Sex Offense, Forcible Fondling Sex Offense, Sexual Assault with an object Sex Offense, Non-forcible Sex Offense, Statutory Rape Sex Offenses, Voyeurism (Peeping Tom)	<p style="text-align: center;">-W-</p> Weapon Law Violations
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3. Case Categories

OFFENSE

Forgery
Bad Check
Arson
Counterfeiting
Burglary/Housebreaking
Unlawful/Forced Entry
Larceny
Destruction of Property
Vehicle Theft
False Official Statement
Hit and Run

OFFENSE

Communication Incidents
Domestic Assaults
Assault
Deaths (all)
Kidnapping
Child Abuse
Attempted Suicide
Controlled Substance Violation
Robbery
Drunk Driving
Sex Crimes

4. List of UCMJ violations requiring submission of fingerprint cards:

- Article 78 - Accessory after the fact (for crimes listed below)
- Article 80 - Attempts (to commit crimes listed below)
- Article 81 - Conspiracy (to commit crimes listed below)
- Article 82 - Solicitation
- Article 90 - Assaulting a superior officer
- Article 91 - Striking or assaulting warrant, noncommissioned or petty officer

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Article 94 - Mutiny or sedition
Article 95 - Resistance, breach of arrest, and escape
Article 106 - Spying
Article 106a - Espionage
Article 107 - False official Statement(s)
Article 108 - Military property of the United States; sale, loss, damage, destruction, or wrongful disposition
Article 109 - Willfully destroying or damaging private property
Article 111 - Drunk driving
Article 112a - Wrongful use, possession, etc., of controlled substances
Article 116 - Riot
Article 118 - Murder
Article 119 - Manslaughter
Article 120 - Rape and carnal knowledge
Article 121 - Larceny and wrongful appropriation
Article 122 - Robbery
Article 123 - Forgery
Article 123a - Bad checks (\$100.00 or more only)
Article 124 - Maiming

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Article 125 - Sodomy

Article 126 - Arson

Article 127 - Extortion

Article 128 - Assault

Article 129 - Burglary

Article 130 - Housebreaking

Article 131 - Perjury

Article 132 - Frauds against the United States

The following offenses under UCMJ Article 134 listed in the Manual for Court-Martial

- Assault (Indecent)
- Assault (With intent to commit murder, voluntary manslaughter rape, robbery, sodomy, arson, burglary, or housebreaking)
- Assaulting a federal officer in performance of duties
- Bribery and graft
- Burning with intent to defraud
- Computer related and associated crimes
- False pretenses, obtaining services under (value of more than \$100.00)
- False swearing
- Firearm discharge. Willfully, under such circumstances as to endanger human life
- Fleeing the scene of an accident
- Homicide, negligent
- False impersonation with intent to defraud
- Indecent acts or liberties with a child
- Indecent exposure
- Indecent language (communicating to any child under the age of 16 years)
- Indecent acts with another
- Kidnapping
- Mails. Taking, opening, secreting, destroying or stealing
- Misprision of serious offense
- Obstructing justice
- Pandering and prostitution
- Perjury
- Public record. Altering, concealing, removing, mutilating, Obliterating, or destroying
- Seizure. Destruction, removal, or disposal of property to prevent
- Soliciting another to commit an offense for crimes listed herein
- Stolen property. Knowingly receiving, buying, or concealing (Value more than \$100.00)
- Testify. Wrongful refusal
- Threat or hoax. Bomb
- Threat, communicating
- Weapon. Concealed or carrying
- Any offense under 18 U.S.C. charged as a violation of Article 134, which has a maximum punishment of more than one year.

APPENDIX E

SECURITY MANNING (ASHORE)

1. Staffing Standards

a. The following procedures will be used to determine Navy security department staffing requirements. This security staffing process enables installations, claimants and resource sponsors to identify minimum staffing functions and capabilities as well as prioritize posting requirements. The process also enables the staff to identify the specific impact reductions have on capabilities. Staffing positions not addressed by this chapter will be assessed by normal frequency, task and function criteria.

b. The following criterion were used to develop these objective measures:

- (1) Security mission.
- (2) Desired outcomes.
- (3) Measurable indicators.
- (4) Objective, valid and reliable data.
- (5) Able to address multiple purposes.

c. Where feasible Navy security units should be organized into a regional force structure. Staffing standards, when applied within a regional framework, have proven to be the most cost effective and efficient security force structure. They provide the following capabilities and enhancements:

- (1) Common procedures and equipment for all units in the area.
- (2) Increased ability to prioritize critical situations and provide coordinated, flexible command and control for all security forces.
- (3) Realized savings affiliated with regional security systems.
- (4) Increased security, inherent with a regional reinforcement capability.
- (5) Enhanced training achieved by a consolidated antiterrorism (AT) planning, exercises and training program.

d. This is an outcome based staffing process and is designed to provide end-strength that addresses the following situations:

- (1) Identify staffing requirements for all posts from FPCONs NORMAL through DELTA.
- (2) Identify posts where technology can augment staffing requirements.
- (3) Identify the "C" (readiness rating) for every post and link them to protected assets.
- (4) Link the analysis process with other assessment tools to identify crime trends, vulnerabilities and program effectiveness.

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2. Staffing Rules

a. The following rules will be applied when determining the operational staffing requirements:

(1) Reimbursable posts must be dedicated to their assigned assets and will not be calculated into the base (host) response forces.

(2) Patrols assigned to special assets (i.e. airfields) will not be used for response outside of their asset protection zone.

(3) All patrols will have a 10-minute backup or will be assigned a second person when required to operate outside of the 10-minute back up zone.

(4) No more than 50 percent of on base patrols will be used for off base response. Patrols assigned to leave the base cannot respond outside a 10-minute radius if they are providing back-up response to the on base patrols.

(5) Patrols assigned to housing areas will be determined by workload and the 5-minute response time requirement.

(6) Additional staffing positions (billets) will only be authorized for the watch sections with 10 or more personnel assigned. Watch section Supervisor staffing will be made in accordance with the following matrix:

NUMBER OF PERSONNEL per WATCH SECTION	Additional supervisory billets per Watch Section
LESS THAN 10	0
10-19	1
20-29	2
30 plus	3

3. Security Patrols

a. Security patrols are single person mobile patrol units assigned to a specific asset protection zone. Installations vary by size, population, workload and mission, therefore the number of patrol units required to support the force protection mission is determined by measuring the following indicators: workload, performance (required response times) and minimum capabilities. Each of these indicators measures a different aspect of a unit's patrol requirement. The largest indicator will be used as the staffing requirement because it is deemed to support the minimum staffing requirement for the unit.

(1) The first measurement is patrol workload. The patrol workload is determined by averaging the number of calls for service per shift. To determine the calls for service analyze at least one year of applicable data, (i.e. desk logs, communication logs and police report logs). A call for service is defined as any activity directing the unit to support the security mission. It includes such activities as responding to alarms, crimes in progress, security checks and gates inspections/ relief etc. It does not include traffic enforcement, field interviews and other self-directed activities. These activities are accounted for during the non-directed periods. This standard assumes the following:

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- (a) A unit will be involved in productive patrol related activity for 6.5 hours of an 8-hour shift.
- (b) 2/3's of the productive time (6.5 hours) a unit will be engaged in directed activity (calls for service) and the average call for service is 30 minutes.
- (c) 1/3 of productive time is available to patrol their assigned sectors and conduct self-directed operations.
- (d) Average time to complete a police report is 60 minutes. Therefore, each report equals two calls for service.
- (e) Based on these assumptions, one fully trained and qualified officer can handle an average of 8 calls for service per shift. Additional officers will be added based on the following matrix:

AVERAGE SHIFT CALLS FOR SERVICE	NUMBER OF REQUIRED PATROLS
0-8	1
9-16	2
17-24	3
25-32	4
33-40	5
41-48	6
49-56	7

(2) The second indicator identifies the required patrols by determining patrol zones based on response time. All patrol zones in populated areas of the base will be established to provide an average response time of 5 minutes to emergent situations. The average response time is calculated by determining the distance a vehicle can travel while on base, with lights and siren (code three) which is 10 mph plus the posted speed limit or if off base, the normal speed limit.

(3) To construct a patrol zone, determine the distance a patrol unit can respond within the given speed limit in 5 minutes. With a compass identify the number of zones required to protect the base. Response zones for non-populated areas will be established to provide response to the asset in the area (i.e. 15 minutes for AA&E assets). In non-populated areas with no governing response requirements, periodic patrols of the area (i.e. twice daily) will be established.

- (a) The following chart illustrates patrol zones by speed and distance:

MILES PER HOUR	DISTANCE
30	2.5
40	3.5
50	4.0
60	5.0

(b) All units require a 10-minute back up. Using the same process ensure all zones in populated areas have at least one backup patrol unit within 10 minutes. When identifying the back up zones, remember some zones i.e. controlled industrial area (CIA) or flight lines are dedicated to meet specific asset protection requirements. Patrols zones designated to specific asset protection will not be used to meet the requirement for backup response outside of their own zones. Otherwise, they would not be available to meet the initial

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and backup response requirements for assigned assets (see Annex A for examples of asset protection and their response requirements).

(3) Minimum capabilities staffing indicators establish patrols by identifying minimum patrol requirements based on the type/level of installation. If there were no crime, no incidents, or calls for service, we would still need a security force to protect the installation, facility, center, and/or asset. The following matrix categorizes installations by level and establishes a minimum patrol capability for each category based on their ability to handle a prerequisite number of calls for service:

LEVEL	TYPE	CRITERIA	MINIMUM STAFFING
ONE	No homeported fleet ships, aircraft or housing	Must be able to handle a single call for service	Two patrols
TWO	An installation with homeported fleet ships, aircraft, and/or housing areas.	Must be able to handle two simultaneous calls for service	Four patrols
THREE	Defined by fleet CINC's, Major Claimants	High threat or critical location	Developed on an individual basis

(4) The patrol assessment process. The following process is used to identify the installation's minimum patrol requirements:

(a) Identify the number of patrols based on workload (calls for service and police reports) per shift.

(b) Identify the number of patrols based on response times (initial and backup).

(c) Identify the number of patrols based on type/level of the assets category.

(d) Compare subparagraphs (a) through (c) and use the largest number as the minimum number of patrols required to protect the installation.

4. Gate Staffing Process

a. Every installation with a gate and perimeter fencing or barrier will have at least one primary external vehicle access control point automatically validated for 24 hours a day 7 days per week. Any secondary external vehicle access control points will be validated by a workload. Vehicle gates in operation with a usage of 15 or less vehicles per hour will not be validated.

b. Pedestrian access control points should be kept to a minimum and will be validated by workload. Note: It is often more cost effective to automate low usage access control points.

c. External access points with high volume traffic (vehicular and foot) may require multiple sentries to handle the workload. Each post will be individually assessed and validated to support the workload and security requirements of the post.

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5. Patrol Boat Staffing

a. Patrol boats will be assigned to installations required to protect afloat assets. The number of patrol boats assigned and the personnel required to man them will be based on type of assets to be protected and waterfront area to be patrolled.

b. The primary mission of the security waterborne patrol is to deter unauthorized entry into the waterside restricted areas and engage intruders prior to them accessing Navy assets in the port. For the purpose of calculating the number of boats required, a waterborne patrol zone will normally be about 2 nautical miles, which facilitates an approximate response time of 5 minutes to any asset within the zone. Additional missions such as providing escorts to vessels in and out of the port area or patrolling waterfront properties where no afloat assets exist will be assessed and validated by the claimant separately.

c. The guidelines for determining hours of operations for the harbor patrol boats are as follows:

WATER ASSET VALUE/RISK MATRIX – STAFFING GUIDELINES			
ASSET PRIORITY	FPCONs NORMAL/ ALPHA	FPCON BRAVO	FPCONs CHARLIE/DELTA
A	1 boat; continuous patrols	2 boats; continuous patrols	Same as BRAVO
B and C	1 boat; frequent random patrols	2 boats; 1 continuous patrol - second frequent random patrols	2 boats; continuous patrols
D	1 boat; frequent random patrols	1 boat; continuous patrols	Same as BRAVO

A boat crew will consist of two personnel, at a minimum, and be able to sustain operations 24 hours per day 7 days per week.

d. Crew calculation:

(1) One boat: 7 days a week 24 hours a day (plus ½ hour extra each shift change) = 178.5 hours.
Times 2 personnel = 357 hours or 11 people.

(2) Two boats: 7 days a week 24 hours a day (plus ½ hour extra each shift change) = 178.5 hrs.
Times four personnel = 714 hours or 23 people.

Note 1: Claimants and/or fleet CINC's may validate additional patrol requirements at the installation to address local force protection issues.

Note 2: Random hours of operation will be established by local policy.

Note 3: Staffing above the baseline plus one will be accomplished by auxiliary security force (ASF) and/or other trained base personnel.

Note 4: This staffing does not include maintenance support requirements.

6. Investigation Staffing

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a. The number of investigators will be determined by conducting an assessment of the annual case workload per base. Each investigative report will be assigned a value based on the work required to complete the case. The total number of points are divided by 15, which is the (threshold) number of points required to justify one full time investigator. Small commands with insubstantial workload should train backup investigators.

b. Case evaluation will be based on the complexity (number of leads/ amount of work) required to complete the case. For example, a simple case is a case with less than four leads and can usually be accomplished in a few days. Intermediate cases require a moderate amount of work (four to seven leads, interviews etc.) to accomplish. Complex cases require significant work to accomplish. They may require numerous hours of surveillance or other operational actions to complete the case. The security officer or designated representative will evaluate and assign a case workload number to every completed investigation based on the formula listed below. Note - Investigations that required more than one investigator may receive case credit up to five points depending on their participation. The following formula will be used to determine case workload points:

TIER	TYPE OF CASE	POINTS
One	Complex	5
Two	Intermediate (4-7 leads)	3
Three	Simple (1-3 leads)	1

c. Based on the above formula, one investigator can handle investigations where the workload required to complete the case is equal to or less than a monthly average of 15 caseload points. Additional investigators will be added based on the following matrix:

AVERAGE MONTHLY CASELOAD POINTS	INVESTIGATOR END-STRENGTH
0-15	1
16-30	2
31-45	3
46-60	4
61-75	5
76-91	6

7. Military Working Dog (MWD) Staff, Handlers and Support Personnel

a. The validation of MWD teams will be based on the classification of the base or installation.

(1) Level One bases will not be staffed with MWD teams. Claimants may authorize an exception based on local threat and/or criminal activity.

(2) Level Two bases will be staffed with six personnel to support six MWD teams. The senior handler will also be assigned to supervise the kennels.

(3) Level Three bases are located in high threat or critical locations that require increased force protection. Bases will be individually assessed and staffed based on the force protection requirements.

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(4) In addition, in areas where the Navy has formed regional security force structures all of the MWD teams from the local bases will be consolidated into the regional kennel. Regional kennels with 24 or more MWD teams will be staffed with two kennel masters and one training supervisor. All other regional kennels will be staffed with a single kennel master and a single training supervisor.

(5) Units that are tasked to support FAST will be staffed with five additional MWD teams.

8. Administrative/Support Staffing

a. The staffing for administrative and support staff (i.e. pass and ID and armory, etc.) requirements are so divergent that trained staffing personnel will validate each location.

b. Security training sections will be staffed with a minimum of two personnel. Those security departments with more than 100 personnel will have 1 trainer per every 50 validated personnel assigned to the security department.

9. Auxiliary Security Force (ASF) Manning

a. The number of personnel assigned to the ASF is determined by first establishing the security force manning requirements for FPCONs NORMAL through DELTA using the process outlined in this chapter.

b. ASF staffing requirements are determined by identifying the difference between current security force manning levels (set to meet the designated FPCON) and the remaining security force manpower requirements up to FPCON DELTA.

c. Limited additional ASF staffing requirements may be established to support other security related functions (e.g., command posts). ASF posts will not be established for the sole purpose of providing fixed guard services at locations that do not specifically require them. The ISIC will approve all ASF posting requirements.

10. Force Protection Condition (FPCON) Staffing

a. The FPCON staffing process identifies personnel requirements based on DoD force protection conditions (FPCONs). Specific capabilities and workload have been established for each applicable measure. Baseline plus one staffing is the staffing required to elevate one level above the installations "normal" FPCON condition without using ASF. This section will be used to identify a unit's baseline plus one staffing requirements.

(1) FPCON ALPHA workload standards. Specific measures (by number) for FPCON ALPHA have been established. Specific workload has been assigned to the applicable measures and will be used to determine the number of personnel required to support FPCON ALPHA.

(a) Measure 4: Limit access points - establish a mobile vehicle inspection team (two searchers and supervisor). These three personnel should provide a minimum of 40 hours of coverage and be directed to perform inspections on a random basis varying times and locations.

(b) Measure 5: Limit access points - post armed sentries at all installation access control points. Note - some CONUS locations may have a waiver from their fleet CINC or major claimant and will only be required to establish access control posts at higher FPCONs. Waivered installations will be staffed with full time positions to support this requirement.

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(c) Measure 9: “Mutual” antiterrorism measures - in various locations, especially OCONUS, joint posts have been established with local forces. These posts foster good relations and enhance security for U.S. personnel. Any post authorized by local agreement and sanctioned by the claimant will be validated and staffed.

(2) FPCON ALPHA and normal uses the same minimum patrol activity workload standards as discussed earlier in this chapter.

(3) FPCON BRAVO workload standards. Specific measures (by number) for FPCON BRAVO have been established. Specific workload has been assigned to the applicable measures and will be used to determine the number of personnel required to support BRAVO.

(a) Measure 19: Provide protection to:

1. Domestic accommodations (off Base Housing) of which the minimum criteria will be 50 units with a defined U.S. perimeter. Minimum staffing is one patrol with one 10-minute backup plus an access control post.

2. Overseas schools - provide one mobile sentry 1 hour prior to the opening and during hours of operations to include “after school” events plus 30 minutes. At locations outside of the 10-minute response radius a secondary post will be established.

3. Other soft targets - In addition to base patrols; surveillance detection teams will be deployed to provide at least 80 hours of coverage per week. This staffing will vary based on the area of coverage, location, threat, support of other law enforcement and NCIS assets.

a. Level One bases will be staffed with 4-8 personnel.

b. Level Two bases will be staffed with 6-12 personnel.

c. Level Three bases will be staffed with 8-16 personnel.

Note: This position will normally be assigned to the investigations division and coordinate with the local NCIS office.

(b) Measure 22: Establish two person vehicle inspection teams for every other gate. This will provide 50 percent coverage at all external access control points. Inspection teams will be validated to provide 24 hour coverage as required to support gate operations.

(c) Measure 23: Increase patrols/Patrol staffing. Use the table below to re-assess patrol workload to ensure that only one-half of their patrol time is dedicated to directed work and the remaining patrol time is available to provide deterrent patrols. The following matrix will be utilized:

AVERAGE CALLS FOR SERVICE PER SHIFT	NUMBER OF PATROLS REQUIRED
0-6	1
7-12	2
13-18	3
19-24	4
25-30	5

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31-36	6
37-42	7

(d) Measure 25: Provide one protective escort for each person listed on the High-Risk Billet (HRB) list. Billets are normally assigned to investigations.

(4) FPCONs CHARLIE and DELTA workload standards. Specific measures (by number) for FPCONs Charlie and Delta have been established and issued by higher authority. Specific workload has been assigned to the applicable measures and will be used to determine the number of personnel required to support CHARLIE and DELTA.

(a) Measure 33: Strictly enforce entry control (post a sentry at all gates and randomly search vehicles - provides a two person search team at every gate and/or provide staff to operate any security equipment.

(b) Measure 36: Increase patrolling/staff. Use the table below to re-assess patrol workload to ensure that only one-third of their patrol time is dedicated to directed work and the remaining patrol time is available to provide deterrent patrols. The following matrix will be utilized:

AVERAGE CALLS FOR SERVICE PER SHIFT	NUMBER OF PATROLS REQUIRED
0-4	1
5-8	2
9-12	3
13-16	4
17-20	5
21-24	6
25-28	7

(c) Measure 37: Special attention will be given to vulnerable points. In addition to base patrols; surveillance detection teams will be deployed to provide continuous coverage. This staffing will vary based on the area of coverage, location, threat, support of other law enforcement and NCIS assets.

1. Level One bases will be staffed with 6-12 personnel.

2. Level Two bases will be staffed with 8-12 personnel.

3. Level Three bases will be staffed with 12-24 personnel.

Note: This position will normally be assigned to the investigations division and coordinate with the local NCIS office.

(d) Measure 42: Requires augmentation as necessary. The minimum augmentation for Navy bases is defined as follows:

1. Level One bases will establish a 3 person reaction force manned 24/7 X five section duty, requires 15 personnel.

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2. Level Two bases will establish a 5-person reaction force manned 24/7 X five section duty, requires 25 personnel.
3. Level Three bases will establish a 10-person reaction team manned 24/7 X five section duty, requires 50 personnel.

Note - this is a response and containment force, not a "SWAT" team. Their mission is to respond and engage the situation so the other patrols can remain in their assigned areas.

EXAMPLES OF ASSET RESPONSE REQUIREMENTS

(Annex A)

Reference	Asset	Response time (min)	Comments (One responder, unless indicated)
OPNAVINST 5530.14C	Non-alert Aircraft	5	Page 3-6, 2 people
OPNAVINST 5530.14C	Priority A assets and life-Threatening	5	Page 8-2&3 subparagraph I
DOD C5210.41-M 4-1994	Nuclear weapons	Controlled	
DOD C5210.41-M 4-1994	C4I	Controlled	
NAVSEAINST 9210.22C	Reactors/Special Nuclear Material	Classified	
OPNAVINST 5530.13B	AA&E	15	Page 3-5
Executive Order 12958	Classified Top Secret	15	
Executive Order 12958	Classified Secret	30	
DCID 1/21 Storage	SCIFs-Open	5	U.S. Citizen
DCID 1/21 Storage	SCIFs-Closed	OCONUS 15 CONUS	U.S. Citizen

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SECURITY STAFFING FORMULA (Annex)

1. The Navy Manpower Analysis Center (NAVMAC) conducted a detailed study of the security function and developed the following guidelines for determining manpower requirements:

a. Standard workweek: 40.00 hours (routine is 8 hours per day, 5 days per week, excluding meal hours).

b. Productive workweek: 31.66 hours.

c. Analysis of duty hours:

(1) Total hours available weekly less non-available time:

(a) Training (1.47)

(b) Mandatory refresher training (1.72)

(c) Diversions (1.00)

(d) Leave (2.62)

(e) Holidays (1.53) (8.34)

(2) Total hours available for productive work: 31.66

d. One Post Manpower Requirement:

(1) 25 1/2 hours a day 7 days a week: 178.50 hours.

(2) Weekly manpower requirements: 5.64 personnel.

(3) Rounding rule (5.361 to 6.432): 6.00 personnel.

e. The security workday is 25.5 hours and workweek (WWH) 178.5 hours. This workday/week takes in account turnover/relief requirements.

f. End-strength is determined by adding all of the weekly hours that personnel are assigned to fixed or mobile posts and dividing the total weekly work hours by 31.66.

(1) The security staffing formula works as follows:

<u>Post</u>	<u># of Per</u>	<u>Hrs</u>	<u>Total Hours</u>	<u>Days/ Week</u>	<u>Total Hours/Wk</u>
1	1	24	25.5	7	178.5
2	1	24	25.5	7	178.5
3	1	10	11.0	5	55.0
4	2	16	34.0	7	238.0
5	1	24	25.5	5	127.5
6	2	24	51.0	7	357.0

* Per the formula above: validated weekly post hours (WWH) equals 1134.5. Divided by 31.66 (total hours available for productive work – above) equals 35.8 (round to 36) billets/personnel.